© 2003 Brady Worldwide, Inc. All Rights Reserved.

GalaRio™ Template Gallery User's Guide

This manual is proprietary to Brady Worldwide, Inc., and may be revised from time to time without notice. Brady disclaims any understanding to provide you with such revisions, if any.

All brand or product names referenced in this manual are trademarks or registered trademarks of their respective companies or organizations.

Digital font outline data licensed from Weatherly Systems, Inc., © 1993-2000, All Rights Reserved.

Clip art library licensed from Nova Development Corporation © 2000 Nova Development Corporation and its licensors, including © 1999 Software Syndicate; © 1997-98 Seattle Support Group; © 1995 Expressions Computer Software; © 1995-98 Multi-Ad Services; © 1996-98 Focus Designs, Inc.; © Bitfolio, Ltd.; © 1990-96 Innovation Advertising & Design; © 1995 Silicon 4 Multimedia; © 1995-96 Studio Advertising Art; © 1996-99 Cliptoart;
© 1994 Bruce Jones Design, Inc.; © 1996-99 GraphiCorp, a division of Corel Corporation, and Corel Corporation Limited. Rights of all parties reserved.

Protected by U.S. Patent 5,823,689.

Written and designed at Varitronics®, 6835 Winnetka Circle, Brooklyn Park, Minnesota 55428, USA

Printed in the U.S.A.

YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT BEFORE OPENING THIS PACKAGE. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, PLEASE PROMPTLY RETURN THIS PACKAGE FOR A FULL REFUND.

LICENSE AGREEMENT

Brady Worldwide, Inc. (hereafter "Brady") hereby grants you a non-exclusive, nontransferable license to use this software and the accompanying documentation according to the following terms:

1. LICENSE GRANT: You may 1) install the software on only one computer at a time, and 2) make one (1) copy of the software in machine readable form solely for backup purposes.
2. LICENSE RESTRICTIONS: You may not: 1) transmit the software over a network without an additional license; 2) modify, adapt, translate, reverse engineer, decompile, disassemble, create derivative works based on, or copy (except for the backup copy) this software or the accompanying documentation; 3) rent, transfer or grant any rights in the software or accompanying documentation without the prior, express written consent of Brady; or 4) remove any proprietary notices, labels, or marks on the software and accompanying documentation.

   This software contains a clip art library (hereafter the "Graphics") which is licensed from Nova Development Corporation. You may modify, publish and distribute the Graphics in print; create presentations which incorporate the Graphics; and use the Graphics in developing pages for the World Wide Web and Internet systems; all provided you are not marketing any of these works as clip art, photographs or other content. In no case may you distribute any of the Graphics by any other electronic means, including without limitation distributing the images on disk or CD-ROM. In no case may the files or printed images be rented, lent or sublicensed. Your own good judgment should guide you in the responsible use of the Graphics. You are completely responsible for the results of your use of the images. You may not use the images to create work that would be considered obscene or libelous. Images depicting people may not be used for commercial purposes nor in a manner suggesting endorsement of any product or service. In addition, images depicting people may not be used in any manner which might be deemed pornographic. In addition, certain images may contain logos or other matter that are the trademarks, services marks or trade names of third parties. They are provided for convenience only to those users of the software who are authorized by those third parties to reproduce their trademarks in print. Know your rights and always seek direct permission from the work's owner if you intend to use a third party's trademark.
3. NATURE OF THIS AGREEMENT: This license is not a sale. Title and copyrights to the software, accompanying documentation, and any copy made by you, remain the property of Brady. Unauthorized copying of the software or the accompanying documentation, or failure to comply with the above restrictions, shall automatically terminate this license, without further notice, and terminate your rights to use the software, and Brady shall, in addition to its other legal remedies, be entitled to its reasonable attorney fees.
4. LIMITED WARRANTY: Brady warrants that, for a period of ninety (90) days from the date of delivery to you as evidenced by a copy of your receipt, the software, as furnished, under normal use, will perform

without significant errors that make it unusable. Brady's entire liability and your exclusive remedy under this warranty (which is subject to you returning the software to Brady) will be, at the option of Brady, to attempt to correct or help you around errors, to replace the software with functionally equivalent software or diskettes, or to refund the license fee of the software and terminate this Agreement.

EXCEPT FOR THE ABOVE EXPRESS LIMITED WARRANTY, BRADY MAKES AND YOU RECEIVE NO WARRANTIES, EXPRESS, IMPLIED, STATUTORY OR IN ANY COMMUNICATION WITH YOU, AND BRADY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. BRADY DOES NOT WARRANT THAT THE OPERATION OF THE PROGRAM WILL BE UNINTERRUPTED OR ERROR FREE.

Some states do not allow the exclusion of implied warranties so the above exclusions may not apply to you. This warranty gives you specific legal rights. You may also have other rights which vary from state to state.

5. LIMITATION OF LIABILITY: IN NO EVENT WILL BRADY BE LIABLE FOR ANY DAMAGES, INCLUDING LOSS OF DATA, WHEN LOADING THIS SOFTWARE OR OTHERWISE, OR LOST PROFITS, COST OF COVER OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL OR INDIRECT DAMAGES ARISING FROM THE USE OF THE PROGRAM OR ACCOMPANYING DOCUMENTATION, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY. THIS LIMITATION WILL APPLY EVEN IF BRADY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. YOU ACKNOWLEDGE THAT THE LICENSE FEE REFLECTS THIS ALLOCATION OF RISK.

   Some states do not allow the limitation or exclusion of liability for incidental, or consequential damages, so the above limitation may not apply to you.

6. GENERAL: This Agreement shall be governed by, and interpreted under, the laws of the State of Wisconsin, USA. This Agreement is the entire agreement between the parties and supersedes any other communications or advertising with respect to the software and accompanying documentation. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect.

Table of Contents

CHAPTER 1 Welcome

About This Guide ---- 1-2
Terminology ---- *1-2*
About the Application ---- 1-3
Accessing Additional Resources ---- 1-3
Internet access ---- *1-3*
Online help ---- *1-3*

CHAPTER 2 Installing Application Components

Installation Requirements ---- 2-2
Print driver and computer interface requirements ---- *2-3*
Installing the Application ---- 2-5
Installing the Print Driver ---- 2-11

CHAPTER 3 Using Online Help

Using Online Help ---- 3-2
Viewing Help Topics and Descriptions ---- 3-3
Viewing Step-by-Step Procedures ---- 3-4
Searching Help Topics ---- 3-5

CHAPTER 4 Getting Started

Preparing the Printer ---- 4-2

Launching the Application - - -

Reversing Text Colors ----------6-8
Creating Text on a Circle ----------6-9
Creating Vertical Text ----------6-10
Creating TextArt ----------6-11

CHAPTER 7 Working with Objects

Selecting Objects ----------7-2
Sizing Objects ----------7-3
Positioning Objects----------7-4
Aligning Objects----------7-6
Changing the Color of Objects----------7-7
VisiMate Specialty Printing System---------- *7-8*
Monochrome PosterPrinter Systems---------- *7-8*
Pro36 Color PosterPrinter System ---------- *7-10*
Rotating Objects----------7-13
Framing Objects----------7-14
Moving Objects to the Front or Back ----------7-14
Grouping and Ungrouping Objects ----------7-15
Cutting, Copying, and Pasting Objects ----------7-16
Deleting Objects----------7-17
Using the Undo Command ----------7-17

CHAPTER 8 Working with Bar Codes

Creating Bar Codes ----------8-2
Setting Bar Code Density and Ratio ----------8-2
Working with Human-readable Text----------8-4
Selecting Text Within Bar Codes----------8-5
Sizing Text Within Bar Codes----------8-5

CHAPTER 9 Working with Graphics

Graphic Types ----------9-2
Selecting Graphics from the Library ----------9-2
Importing Graphics from Outside of the Application ----------9-4

CHAPTER 10 Working with Shapes

Using Draw Tools and HotShapes----------10-2

Changing Object Line Widths ---------- **10-6**
Applying Object Fill Patterns ---------- **10-7**

CHAPTER 11 Working with Variable Data

Creating Sequences ---------- **11-2**
Creating and Using Text Lists ---------- **11-4**
Linking to Databases and Spreadsheets ---------- **11-7**
Prompting for Data at Print Time ---------- **11-9**
Creating Date/Time Stamps ---------- **11-11**

CHAPTER 12 Cutting Out Objects or Documents

Cutting Out Specialty Output ---------- **12-2**
Cutting Out Text ---------- **12-2**
Cutting around individual characters ---------- ***12-3***
Cutting Out Graphics and Shapes ---------- **12-5**
Selecting pre-cut graphics from the library ---------- ***12-5***
Cutting out imported graphics ---------- ***12-6***
Cutting out lines and shapes ---------- ***12-7***

CHAPTER 13 Printing

Using Metallic Ribbon with CMYK (Full Color) Ribbon ---------- **13-2**
Setting Printer Color in the VisiMate System ---------- **13-4**
Previewing Outputs ---------- **13-5**
Printing a Proof of Your Output ---------- **13-6**
Setting Up Output Size for PosterPrinter Systems ---------- **13-7**
Using Scan to Print ---------- **13-9**
Using Test Print ---------- **13-9**
Printing Outputs ---------- **13-10**
Print ---------- ***13-10***
QuickPrint ---------- ***13-12***
Batch printing ---------- ***13-13***
Using Supply Saver in the VisiMate System ---------- **13-15**
Tiling Print Jobs ---------- **13-16**

List of Figures

Figure 3-1.Help for GalaRio Template Gallery Dialog Box 3-2
Figure 3-2.Search Feature 3-5
Figure 4-1.Document Type Dialog Box: Create New Document 4-3
Figure 4-2.Preferences Dialog Box: Document Tab 4-11
Figure 4-3.Preferences Dialog Box: Shapes Tab 4-13
Figure 4-4.Preferences Dialog Box: Text Tab 4-14
Figure 4-5.Preferences Dialog Box: Bar Code Tab 4-15
Figure 4-6.Preferences Dialog Box: Graphics Tab 4-17
Figure 4-7.Preferences Dialog Box: Program Tab 4-18
Figure 4-8.Open Document dialog box: Template editing 4-21
Figure 5-1.Create New Document dialog box 5-6
Figure 5-2.Enter Data dialog box: Text prompt with text list items 5-8
Figure 5-3.Enter Data dialog box: Graphic prompt 5-10
Figure 5-4.Add Template to My Templates dialog box 5-12
Figure 5-5.Document Properties dialog box: General tab 5-13
Figure 5-6.Document Color dialog box 5-15
Figure 5-7.Document Properties dialog box: Orientation tab 5-16
Figure 5-8.Document Properties dialog box: Frame tab 5-17
Figure 5-9.Save Document dialog box
(Full path is for reference only.) 5-19
Figure 5-10.Document Type dialog box: Open Saved Documents 5-20
Figure 5-11.Open Document dialog box 5-21
Figure 5-12.Delete Document dialog box 5-22
Figure 5-13.Open Document dialog box: Template editing 5-25
Figure 5-14.Save Document dialog box: Template editing
(Full path is for reference only.) 5-27
Figure 6-1.Text Object Properties Dialog Box 6-3
Figure 6-2.Text box: Normal 6-8

Figure 6-3.Text box: Reversed 6-8
Figure 6-4.Text on a Circle 6-9
Figure 6-5.Text Data Dialog Box 6-9
Figure 6-6.TextArt example 6-11
Figure 6-7.TextArt Dialog Box 6-11
Figure 7-1.White object displayed on black rectangle 7-9
Figure 7-2.Customize Color dialog box 7-11
Figure 7-3.Object Color dialog box 7-12
Figure 8-1.Bar Code Data Dialog Box 8-2
Figure 8-2.Object Properties Dialog Box: Bar Code Tab 8-3
Figure 9-1.Insert Graphic Dialog Box 9-3
Figure 9-2.Get Graphic Dialog Box 9-6
Figure 10-1.HotShapes Toolbar 10-2
Figure 10-2.HotShape with Sizing and Rotation Handles Displayed 10-3
Figure 10-3.Free-hand Drawing 10-3
Figure 10-4.Multi-line Object 10-4
Figure 10-5.Arc Object 10-5
Figure 10-6.Multi-line Drawing: Close Shape 10-5
Figure 10-7.Circle Object with Cross Fill Pattern 10-7
Figure 11-1.Object Properties Dialog Box: Sequence Tab 11-2
Figure 11-2.Object Properties Dialog Box: Text Lists Tab 11-4
Figure 11-3.Save Text List Dialog Box 11-5
Figure 11-4.Get Text List Dialog Box 11-6
Figure 11-5.Object Properties Dialog Box: Database Tab 11-8
Figure 11-6.Get Database Dialog Box 11-8
Figure 11-7.Object Properties Dialog Box: Prompt Tab 11-10
Figure 11-8.Object Properties Dialog Box: Date/Time Tab 11-11
Figure 12-1.Cut Out Text: Weeding Set to None 12-3
Figure 12-2.Cut Out Text: Weeding Set to By Line 12-4
Figure 12-3.Cut Out Text: Weeding Set to Object 12-4
Figure 12-4.Imported Graphic Displaying Cut Outline 12-6
Figure 12-5.Rectangle with Cut Offset and Print Object 12-7
Figure 13-1.Color Options Dialog Box 13-3
Figure 13-2.Proof Print Dialog Box 13-6
Figure 13-3.Print Dialog Box 13-10
Figure 13-4.Print Range Dialog Box 13-11
Figure 13-5.Batch Print Dialog Box 13-14
Figure 13-6.Standard Supply Saver 13-15
Figure 13-7.Tiled Printing Example: media Size vs. Document Size 13-16
Figure 13-8.Tiled Printing Example: Print Preview 13-17

CHAPTER 1

Welcome

Thank you for deciding to use the Varitronics® GalaRio™ Template Gallery application. The application assists you in creating a wide variety of specialty outputs such as: posters, banners, stickers, magnets, bumper stickers, buttons, badges, labels, signs, and awards. You can print your specialty output to the Varitronics® PosterPrinter™ Systems or the VisiMate™ Specialty Printing System. In addition, you can print 8 ½" x 11" poster and banner samples to your inkjet or laser printer, which you can then use as a scan to print original to create full-size posters and banners on your PosterPrinter™ System.

The GalaRio™ application is easy-to-use, flexible, and powerful. A wizard guides you through the process of customizing output from a variety of template categories. The application provides pre-made templates for the specialty output you create most often—building signage, cut out shapes, calendars, teaching tools, recognition/ motivation awards, and more. These templates allow you to create great-looking specialty output in just three easy steps. Just select a template, type your text, and print!

For those times when you want to design a unique layout or add your own creative touches to the pre-made templates, the GalaRio™ application provides all the tools you need.

About This Guide

This guide provides a brief overview of the GalaRio™ Template Gallery application, describes how to install it, and teaches you how to start the application and use some basic features. For more information, use the extensive on-line help system which provides complete details and instructions on all application features on page 3-1. To see all of the templates, graphics and fonts that are included with the application, refer to the *GalaRio™ Templates & Graphics Guide*.

Terminology

The following table outlines market terminology and the shortcut references used in this guide.

Market Terminology	Reference
VisiMate™ Specialty Printing System, PosterPrinter™ Systems	printer
Posters, banners, stickers, magnets, bumper stickers, buttons, badges, labels, signs, and awards	specialty output or output
PosterPrinter™ Paper, Polyester, Vinyl, Magnetic, Brushed Gold, and Static Cling Vinyl tapes or materials	supply types
Symbols, photos, clipart, drawings	graphics

About the Application

The following features make the GalaRio™ application easy-to-use, flexible, and powerful:

- The output creation wizard guides you through the process of creating the desired output.
- The extensive on-line help system is easily accessible and provides detailed information and instructions.
- A large selection of pre-made layouts and graphics make it easy to create customized specialty output.
- A full range of editing and drawing tools allow you to customize your designs.
- A graphics library containing over 1,200 images selected specifically for schools is easily accessible to you.

Accessing Additional Resources

Use the following resources to access more information on the application.

Internet access

The Varitronics® website provides driver downloads and updated product information. You can access Varitronics® online at http://www.varitronicsystems.com.

Online help

The online help system contains detailed information on the application's user interface and operations. For more information about using online help, see Chapter 3: Using Online Help.

CHAPTER 2

Installing Application Components

The GalaRio™ application installation CD provides all the files necessary for installing the application and the VisiMate™ Specialty Printing System print driver. For any of the PosterPrinter™ Systems, the print driver is included with the PosterPrinter™ System interface kit. You can also download any driver from the Varitronics® website at http://www.varitronicsystems.com.

Topics in this chapter include:

- ❑ Installation Requirements
- ❑ Installing the Application
- ❑ Installing the Print Driver

Hint! You **MUST** install the PosterPrinter™ System print driver(s) prior to installing the GalaRio™ 2 application. **DO NOT** change the name of any PosterPrinter™ Systems in your PC prior to installing the GalaRio™ 2 application. Once you have installed both the drivers and the application, you can rename your printers.

Installation Requirements

Be sure that your computer and printer meet the following minimum requirements for running the GalaRio™ application:

- ❑ 486 DX/33 MHz or greater PC running Microsoft Windows® 98, NT 4.0, 2000, or XP (Pentium® recommended)

Note: Support for Windows® 2000 is available only on the ProImage® XL 3000, the ProImage® Plus 3000, and the VisiMate™ Specialty Printing System.

- ❑ 128 MB or greater recommended
- ❑ CD-ROM drive
- ❑ 150 MB or greater available hard disk space (for a complete installation)
- ❑ Display size of 640 x 480 at 256 colors (800 x 600 or greater recommended)
- ❑ Available IEEE1284 compliant parallel, serial, or USB port, plus data cable for all desired printers
- ❑ Print drivers for all desired printers (For more information on installing print drivers, see *Installing the Print Driver* on page 2-11.)

Note: In addition to the hard disk space listed above, you need additional free space to run the application. The amount of space needed depends on the size of the files you create. If the GalaRio™ application closes down unexpectedly, check that your PC meets the above memory and hard disk space requirements. If it does comply, try clearing some additional hard disk space on the system.

Print driver and computer interface requirements

Output created with the GalaRio™ Template Gallery application can be printed to the VisiMate™ System or to the various PosterPrinter™ Systems. To print successfully, install the print driver for each PosterPrinter™ System you want to use **BEFORE** installing the GalaRio™ application. The print driver for the VisiMate™ System can be installed before or after the application installation.

You can use the GalaRio™ application with any of the following Varitronics® products. Be sure to install the correct version of the print driver for the version of Windows® you are using, as shown below.

Printer System	Windows® OS	Driver Version
ProImage® Plus PosterPrinter™	98	1.14
	NT 4.0	2.01
ProImage® Plus3000 PosterPrinter™	98	1.08
	NT 4.0, 2000	1.04
	XP	1.02
ProImage® XL PosterPrinter™	98	1.14
	NT 4.0	2.01
ProImage® XL3000 PosterPrinter™	98	1.08
	NT 4.0, 2000	1.04
	XP	1.02
Pro36 Color PosterPrinter™	98	1.2v1
	NT 4.0 (Domestic)	1.0v1
	NT 4.0 (Int'l)	1.0v1
PosterPrinter™ 2000P	98	1.14
	NT 4.0	2.01
VisiMate™ Specialty Printing System	98	1.0
	NT 4.0, 2000, XP	1.0

Printer System	Computer interface version required
ProImage® Plus PosterPrinter™	ProLynx II version 2.0
ProImage® XL PosterPrinter™	ProLynx II version 2.0
PosterPrinter™ 2000P	ProLynx II version 2.0
ProImagr® XL 3000 PosterPrinter™	N/A; printer includes computer interface kit
Pro36 Color PosterPrinter™	N/A; printer includes integrated computer interface
ProImage® Plus 3000 PosterPrinter™	N/A; printer includes computer interface kit

Installing the Application

The GalaRio™ application and the VisiMate™ System print driver are shipped on a single CD-ROM. A standard Windows® setup wizard guides you through the installation procedure. For a PosterPrinter™ System print driver, use the disk included in the printer interface kit.

The installation allows you to install the application and the VisiMate™ System print driver at the same time. For more information on installing the VisiMate™ System print driver, see the *VisiMate™ Specialty Printing Systems User's Guide* that accompanied your printer.

Use the following procedures to install and uninstall the application components.

Hint! You **MUST** install the PosterPrinter™ System print drivers prior to installing the GalaRio™ 2 application. DO NOT change the name of any PosterPrinter™ Systems in your PC prior to installing the GalaRio™ 2 application. Once you have installed both the drivers and the application, you can rename your printers. If you need a PosterPrinter™ System driver, please refer to the computer interface kit that accompanied your PosterPrinter™ System.

Before you begin the installation procedure, close all open applications and disable all anti-virus software on your PC.

To install the application

1. Insert the installation CD into your CD-ROM drive.

   If your PC does not automatically launch the installation wizard, click Start on the Windows® taskbar and select **Run**. Type **D:\Setup.exe** and click **OK**, or click the **Browse** button and select the desired path. (Substitute the letter corresponding to your CD-ROM drive if it is not labeled D.)

Hint! If your PC contains a previous version of the GalaRio™ application, you will be asked to uninstall that version. See **To uninstall the application** on page 2-9. Once you have uninstalled the application, repeat step 1 above to begin the installation procedure.

---

2. Select **Install GalaRio Template Gallery.** If you want to install the VisiMate™ System print driver at this time, click **Install VisiMate print driver**.
3. Click **Start**. The GalaRio Template Gallery Setup dialog box appears.
4. Click **Next** to continue. The Choose Destination Location dialog box appears.
5. Select a location and click **Next** to continue.

Hint! The Choose Location for the install defaults to C:\Program Files\VSI\GalaRio 2. If you want to change the destination directory, click the **Browse** button and select the desired path. Click **OK** to accept.

   The Choose Location for Documents dialog box appears.

6. Select an output location and click **Next** to continue.

Hint! The install defaults to C:\ProgramFiles\VSI\GalaRio 2\ Documents. If you want to change the destination directory, click **Browse** and select the desired path. Click **OK** to accept. You can also share files across a network connection by pointing the Document Location folder to a folder on your system's server.

   The Setup Type dialog box appears.

7. Select one of the following install options:
   - **Custom:** Installs requested components. This option is recommended for advanced users. Use this option to install template creation capabilities.
   - **Typical:** Installs with the most common components. This is the installation default. **This option is recommended for most users.**
8. Select the components you want to install, then click **Next**. The following are brief descriptions of each of the components:
   - **GalaRio**: Installs the application program files, templates, help files, sample databases, and sample graphics. This is a default setting.
   - **Template Design Capability**: Installs the Template Design module which allows you to create and save your own templates.

   The Select Printer Specific Templates dialog box appears.
9. Select the printer(s) that you intend to use with the GalaRio™ application. Click **Next** to continue. The Select Program Folder dialog box appears.

Note: If you install a PosterPrinter™ System and a VisiMate™ System template at the same time, the installation could take several minutes.

---

10. When the Select Program Folder dialog box appears, select a name for the program folder in Windows®, then click **Next** to continue. The system begins installing the application.

Hint! The default folder is GalaRio 2. To create a new name, type the desired name in the **Program Folders** text box, then click **Next** to continue.

---

11. If you installed the VisiMate™ System print driver, the Choose Printer Port dialog box opens and you must click the port you want to use.

Hint! If you are installing the printer through a USB connection, scroll to the bottom of the Available Ports list and select USB Printer Port, then click **OK**. If you are using a serial connection, select the desired port, then click **Configure Port**. Follow the on-screen instructions and the documentation that accompanied your PC to configure the port settings. See also the instructions provided in the *VisiMate™ Specialty Printing Systems User's Guide*.

If you chose not to install the VisiMate™ System printer or after you set up the printer port, the system begins installing the application and its components.

12. Select one of the following options:
    - Click **Yes** to add the application icon to your desktop.
    - Click **No** to leave the application accessible only from the Start menu.
13. Click **Finish** to complete the installation.
14. If you installed the VisiMate™ System printer driver, you must restart your PC. Select one of the following:
    - Click **Yes** to restart your PC now.
    - Click **No** to restart your PC at a later time.

To move saved files from a previous version of GalaRio

If you have an earlier version of the GalaRio™ application and would like to retain files from that version, this procedure will instruct you on where to move your files, so you can use them in the latest version of the GalaRio™ application.

Hint! You need to complete this task before saving files from the GalaRio™ 2 application, or the files from the previous version will replace the files you saved from the GalaRio™ 2 application when you move them.

---

1. Open Windows Explorer.
2. Navigate to your VSI folder in the **Program Files** directory.
3. Open the **GalaRio** folder.
4. Click and drag the **Documents** folder into the GalaRio 2 folder.
   The system will ask you if you want to replace the existing Documents folder.
5. Click **Yes** to replace the files.

To uninstall the application

1. Click Start on the Windows® taskbar, then select **Settings | Control Panel**. The Control Panel dialog box appears.

2. Double-click the **Add/Remove Programs** icon, as shown on the left.
3. Select **GalaRio 2** and click the **Change/Remove** button in Windows® NT/2000 or the **Add/Remove** button in Windows® 98.
   The Install Shield wizard launches the GalaRio Uninstall program.

Hint! If you are installing an earlier version of the GalaRio™ application, simply select the application name from the program list, and the uninstall program will remove all the components automatically.

---

4. Select **Uninstall GalaRio** and click **Start**. The Confirm File Deletion dialog box appears.

5. Verify that you want to remove all GalaRio™ application file components from your system by clicking **OK**. The Uninstalling (Template files) dialog appears.

Note: If you do not want to remove GalaRio™ application file components, click **Cancel**.

---

6. Do one of the following:
   - Click **Yes** to remove all template files (including user-created templates).
   - Click **No** to leave these templates in the system.

   If you choose to leave the templates in the system, the system verifies that the templates were not deleted and prompts you to click **OK**.

Note: This procedure does not remove print drivers. For more information on removing print drivers, see the documentation that accompanied your printer.

In addition, this procedure does not delete files that you saved in the Documents folder.

Installing the Print Driver

Hint! You **MUST** install the PosterPrinter™ System print drivers prior to installing the GalaRio™ 2 application. DO NOT change the name of any PosterPrinter™ Systems in your PC prior to installing the GalaRio™ 2 application. Once you have installed both the drivers and the application, you can rename your printers.

Before you begin the installation procedure, close all open applications and disable all anti-virus software on your PC.

The GalaRio™ application and the VisiMate™ System print driver are shipped on a single CD-ROM. A standard Windows® setup wizard guides you through the installation procedure.If you began the VisiMate™ System print driver installation, the system asks you for port information for your printer. You will select a port on the Choose Printer Port dialog box:

- If you are using a serial connection, select the serial port from the list of ports, then click **Configure Port**. Follow the on-screen instructions and the documentation that accompanied your PC to configure the serial port.
- If you are installing the printer through a USB connection, select the USB Connection from the list of ports, then click **OK**. To complete the USB connection, follow the instructions provided in the *VisiMate™ Specialty Printing Systems User's Guide*.

For any of the PosterPrinter™ Systems, the print driver ships on the disk that accompanied your printer. You can also download any driver from the Varitronics® website at http://www.varitronicsystems.com. For information on installing PosterPrinter™ System print drivers, refer to the documentation that accompanied your printer.

CHAPTER 3

Using Online Help

The online help installed with the GalaRio™ Template Gallery application provides detailed information on all aspects of the software. While this guide is designed to get you started and to highlight features you may want to try, the online help includes detailed steps on using each feature, along with helpful tips.

Topics in this chapter include:

- Using Online Help
- Viewing Help Topics and Descriptions
- Viewing Step-by-Step Procedures
- Searching Help Topics

Using Online Help

To launch the main help window shown below, select **Help Topics** from the Help menu.

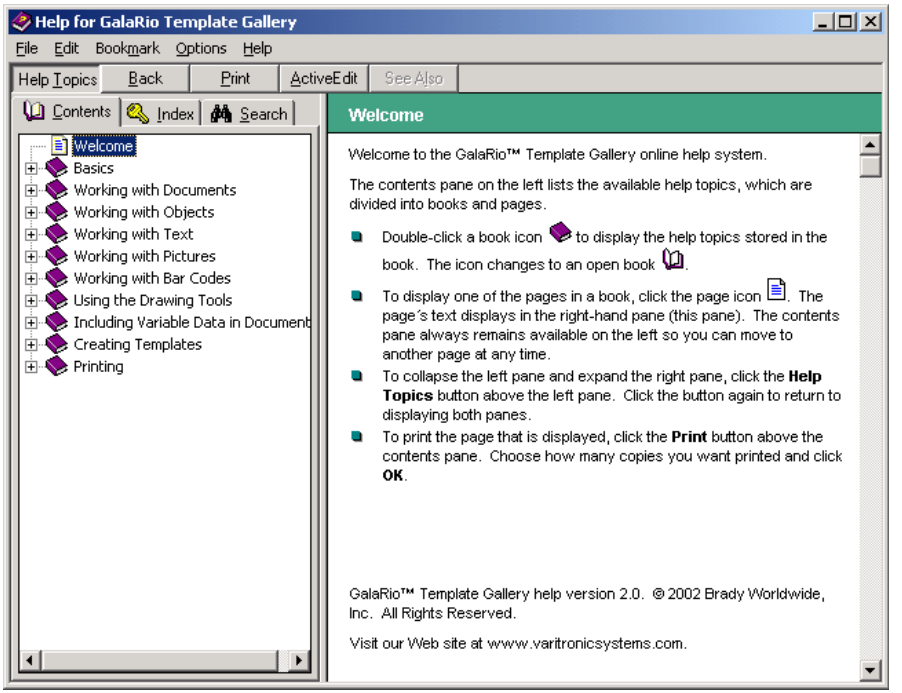

Help for GalaRio Template Gallery
File Edit Bookmark Options Help
Help Topics Back Print ActiveEdit See Also
Contents Index Search
Welcome
Basics
Working with Documents
Working with Objects
Working with Text
Working with Pictures
Working with Bar Codes
Using the Drawing Tools
Including Variable Data in Document
Creating Templates
Printing
Welcome
Welcome to the GalaRio™ Template Gallery online help system.
The contents pane on the left lists the available help topics, which are divided into books and pages.
Double-click a book icon to display the help topics stored in the book. The icon changes to an open book.
To display one of the pages in a book, click the page icon. The page's text displays in the right-hand pane (this pane). The contents pane always remains available on the left so you can move to another page at any time.
To collapse the left pane and expand the right pane, click the Help Topics button above the left pane. Click the button again to return to displaying both panes.
To print the page that is displayed, click the Print button above the contents pane. Choose how many copies you want printed and click OK.
GalaRio™ Template Gallery help version 2.0. © 2002 Brady Worldwide, Inc. All Rights Reserved.
Visit our Web site at www.varitronicsystems.com.

Figure 3-1. Help for GalaRio Template Gallery Dialog Box

Viewing Help Topics and Descriptions

You can obtain a description of any menu item, icon, button, or dialog box in the GalaRio™ Template Gallery application. Use the following procedures to obtain help topics and descriptions.

To view menu item descriptions

1. Click the **Help** button on the application toolbar. A cursor with a question mark appears, as shown on the left.
2. Click on an item to display the associated help window. For example, you can select a drop-down menu, and then click the menu item for a description of that item.

To view icon and button descriptions

Place the cursor over a GalaRio™ toolbar icon without clicking.

The name of the button appears briefly, and the status bar, at the bottom of the window, displays a description of the button. In addition, the status bar also displays a short description of each menu command.

To view help topics from dialog boxes

1. Click the **Help** button, as shown on the left. The Help for GalaRio Template Gallery dialog box appears.

2. To search related topics, click the **Related Topics** button, as shown on the left, below the current help topic. A list of related topics appears. Select a topic and click **Display** to view the topic.

3. Click the **Help Topics** button, as shown on the left, at the top of the dialog box to access a list of all help topics.
4. When you have completed your search, click **File|Exit** to close the dialog box.

Viewing Step-by-Step Procedures

You can use online help to access step-by-step procedures for any application function. Follow these steps to access step-by-step procedures.

To display step-by-step procedures

1. Select **Help Topics** from the Help menu.
2. Click the **Contents** tab. A list of book icons appears.
3. Double-click any book to open and display its topics, then double-click any topic to display the procedure.

4. To search related topics, click the **Related Topics** button, as shown on the left, below the current help topic. A list of related topics appears. Select a topic and click **Display** to view the topic.

5. Click the **Help Topics** button, as shown on the left, at the top of the dialog box to access a list of all help topics.
6. When you have completed your search, click **File | Exit** to close the dialog box.

Searching Help Topics

The GalaRio™ application allows you to search for specific topics within the help system. Use the following procedure to search help topics.

To search help topics

1. Select **Help Topics** from the Help menu, as shown on the left.
2. Click the **Search** tab.
3. Follow the on-screen instructions to access the search database. The following appears:

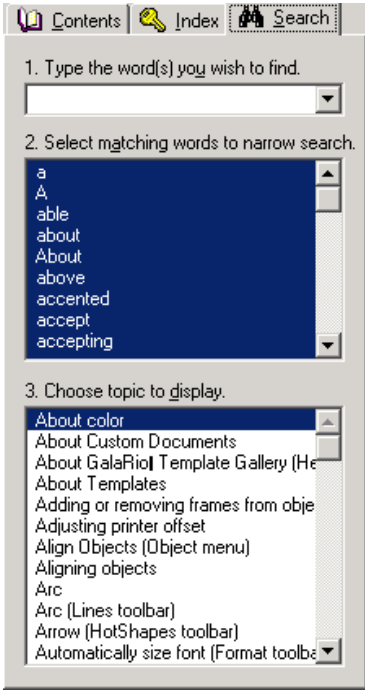


Figure 3-2. Search Feature

4. Select the search method you want to use. The following are the available search options:
   - **Search Method 1:** Type the keyword(s) of a topic that you want more information about. As you type, the other two search windows will reveal topics that match your keyword entry. If there are no topics available for your keyword, the windows will remain blank.
   - **Search Method 2:** Select a word or letter that corresponds to the topic you wish to view. The search window 3 will display all help topics pertaining to the word or letter you chose.
   - **Search Method 3:** Double-click the topic you want to view. The topic appears in a separate window. To return to the search option, click the **Help Topics** button, as shown on the left, on the help topic's window.

5. When you have completed your search, click **File|Exit** to close the dialog box.

CHAPTER 4

Getting Started

You need to complete a few setup tasks involving the printer and application settings for the application to work properly. Each setup task is described in this chapter. Once you have completed these setup tasks, you will be ready to create the specialty outputs of your choice.

In addition, this chapter covers the setup of the application toolbars and how each toolbar is used.

Topics in this chapter include:

- ❑ Preparing the Printer
- ❑ Launching the Application
- ❑ About the Application Toolbars
- ❑ Setting Document Preferences
- ❑ Exporting Files to the VisiMate System

Preparing the Printer

Before you begin working in the application, we recommend that you check the following to be sure that the printer is ready for use:

- ❑ Be sure that the printer is online and communicating.
- ❑ Be sure that the desired PosterPrinter™ paper, media, and/or ribbon are installed in the printer.

Note: If the VisiMate™ printer is online and communicating with your PC, the application automatically detects the installed media size, media color, and ribbon color. If you are using a PosterPrinter™ machine, you will see a white background behind the poster or banner you are creating.

Launching the Application

Use the following procedure to launch the application.

To launch the application

1. Click Start on the Windows taskbar and then select **Programs|GalaRio 2|GalaRio 2**.

Hint! If the application icon, as shown on the left, appears on your desktop, you can also start the application by double-clicking the icon.

The Document Type dialog box appears.

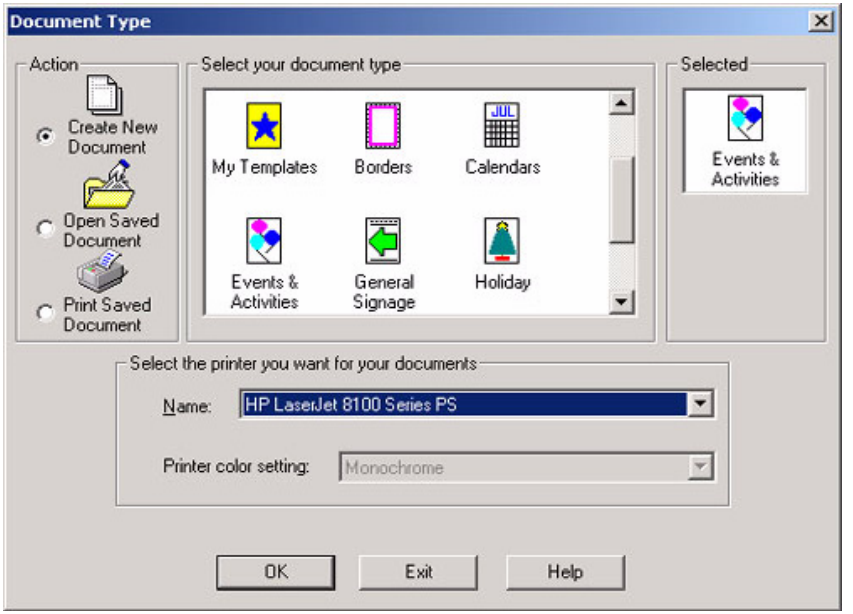


Figure 4-1. Document Type Dialog Box: Create New Document

The Document Type dialog box (Figure 4-1 on page 4-3) shows you the available template categories in the application and provides access to your saved outputs in the application.

Note: The templates that appear in the Create New Document dialog box depend upon the type of printer you select.

The table below gives a brief description of the Document Type dialog box options.

Option	Description
Create New Document	Allows you to create a new output using either the custom feature or one of the pre-made templates.
Open Saved Document	Allows you to open an output that you previously saved.

Option	Description
Print Saved Document	Allows you to print a saved output without opening it first.
Select your document type	Allows you to select the category of templates you want to use.
Selected	Displays the currently selected template category.
Select the printer you want for your documents	Allows you to select the printer you want to use. Displays all printers installed in your system.
Printer color setting	Lets you select and set the document color.

You are now ready to begin creating outputs in the application. For more information on creating specialty outputs, see Chapter 5: Creating Specialty Output.

About the Application Toolbars

The GalaRio™ application has several toolbars to assist you in creating your specialty outputs.

You can turn application toolbars off and on by selecting a toolbar you want to display from the View menu. If the toolbar is on, a check mark appears next to the toolbar name.

Standard toolbar

The Standard toolbar offers common menu items that you may want to access quickly. The table below lists the menu options available on the Standard toolbar and offers a short description of each item.

Icon	Name	Description
	New	Creates a new output.
	Open	Opens an existing output.
	Save	Saves the active output.
	Change Document Type	Returns you to the Document Type dialog box (Figure 4-1 on page 4-3). You can select a new printer or template category.
	Cut	Cuts the selected object or text and puts it on the Clipboard. This function removes the original from the output.
	Copy	Copies the selected object or text and puts it on the Clipboard. This function leaves the original in the output.
	Paste	Places the Clipboard contents into the output.
	Undo	Removes the last action performed.

Icon	Name	Description
	Zoom In	Increases the output magnification on the screen 10% each time it is selected.
	Zoom Out	Decreases the output magnification on the screen 10% each time it is selected.
	Print	Prints the active output.
	About GalaRio	Displays the application About window, which provides version numbers and copyright dates.
	Help	Displays the help system for an item (command, toolbar button, etc.) you select.

Format toolbar

The Format toolbar offers menu items that allow you to edit the font style and size. The table below lists the menu options available on the Format toolbar and offers a short description of each item.

Icon	Name	Description
	Font Selection	Selects a font.
	Font Size	Selects a font size.
	Increase Font Size	Increases the font size at the click of a button. The selected font increases by one point per click. The font size is displayed in the Font Size option.
	Decrease Font Size	Decreases the font size at the click of a button. The selected font increases by one point per click. The font size is displayed in the Font Size option.

	Size Font Automatically	Automatically sizes the font to best fit the text box.
Icon	**Name**	**Description**
	Bold	Bolds the selected text.
	Italic	Italicizes the selected text.
	Underline	Underlines the selected text.
	Justify Left	Changes the justification of text within a frame to the left side.
	Justify Center	Changes the justification of text within a frame to the center.
	Justify Right	Changes the justification of text within a frame to the right side.

Draw toolbar

The Draw toolbar offers menu items that allow you to add objects to your sign or label. The table below lists the menu options available on the Draw toolbar and offers a short description of each item.

Icon	Name	Description
	Selector	Selects objects in the output.
	Text	Creates text in the output.
	Bar Code	Places bar code objects in the output.
	Rectangle	Creates rectangles or squares in the output.

Icon	Name	Description
	Circle	Creates circles in the output.
	Line	Creates straight lines in the output.
	HotShapes	Opens the HotShapes toolbar, which has buttons for additional shapes to create in the output.
	Lines Toolbar	Opens the Lines toolbar, which has buttons for additional types of lines to create in the output.
	Text Art	Creates text art graphics in the output.
	Text on a Circle	Creates text on a circle in the output.
	Insert graphic	Inserts a graphic in the output.
	Edit Data	Brings up the first dialog box of the template prompt sequence used to create the current output.

Draw Attributes toolbar

The Draw Attributes toolbar offers menu items that allow you to change the attributes of draw objects. The table below lists the menu options available on the Draw Attributes toolbar and offers a short description of each item.

Icon	Name	Description
	Object Color	Changes the color of the selected object(s).
	Line Width	Changes the line width of the selected object(s).
	Fill Pattern	Changes the fill pattern of the selected object(s).

Icon	Name	Description
	Print Object	Indicates that objects in the output are print objects.
	Cut Out Object	Indicates that objects in the output are cut out objects. This option is only available for printers containing a plotter cutter.

Document toolbar

The Document toolbar offers menu items that allow you to modify your output's properties. The table below lists the menu options available on the Document toolbar and offers a short description of each item.

Icon	Name	Description
	Document Color	Changes the output color.
	Document Properties	Displays the Document Properties dialog box.

Object toolbar

The Object toolbar offers menu items that allow you to quickly change specific settings of an object. The table below lists the menu options available on the Object toolbar and offers a short description of each item.

Icon	Name	Description
	Symbology	Selects the symbology for bar codes.

Icon	Name	Description
Spot Color	Color Print Setting	Selects the color print setting for multi-color printers. Changing the setting here changes the setting in the driver. Available for VisiMate™ printers only. You can only change PosterPrinter™ Systems that use color through the printer's driver.
	Reverse	Reverses the text and background colors for the selected text object.
	Rotate	Rotates the selected object.
	Properties	Displays the Properties dialog box for the selected object.
	Group	Groups the selected objects or ungroups a selected group.
	Move to Front	Moves selected object to the front of any layered objects.
	Move to Back	Moves selected object behind any layered objects.

Setting Document Preferences

You can set standard preferences in the Preferences dialog box. The preferences you set become your defaults for all outputs you work with in the application.

You can access the Preferences dialog box by selecting **Preferences** from the Options menu. The following sections explain the selections available on each of the Preference tabs.

Note: The changes you make in the Preferences dialog box apply to the entire system, and they remain until you change them again.

Document tab

The Document tab displays the rulers and sets the unit of measure for your output. In addition, you can adjust and display grid and center lines for assistance in positioning objects.

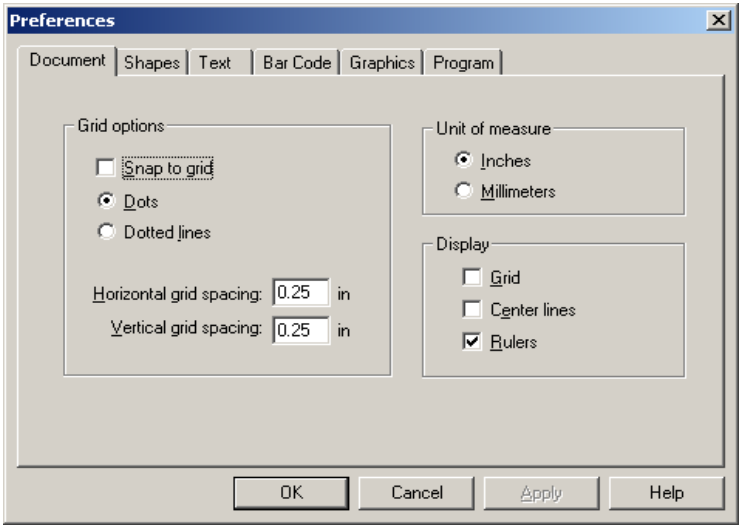


Figure 4-2. Preferences Dialog Box: Document Tab

The following table describes the options available on the Document tab:

Option	Description
Snap to grid	Indicates that new or repositioned objects should “snap” into alignment with the nearest grid lines. (This option has no effect on objects already placed on the output.) You can override this setting for the selected output by selecting **Snap to Grid** from the Options menu.
Dots	Displays the grid as a series of dots representing the intersections of the grid lines. You only see this if you also select the **Grid** option.
Dotted lines	Displays the grid as a set of dashed lines. You only see this if you also select the **Grid** option.
Horizontal grid spacing	Specifies the desired horizontal interval for the grid.
Vertical grid spacing	Specifies the desired vertical interval for the grid.
Unit of measure	Specifies whether the unit of measure is displayed in inches or in millimeters.
Grid	Displays the grid in the application window. You can override this setting by selecting **Grid** from the View menu.
Center lines	Displays the center lines in the application window. You can override this setting by selecting **Center Lines** from the View menu.
Rulers	Displays the rulers in the application window. You can override this setting by selecting **Rulers** from the View menu.

Shapes tab

The Shapes tab allows you to select the default settings for creating lines and shapes in your outputs.

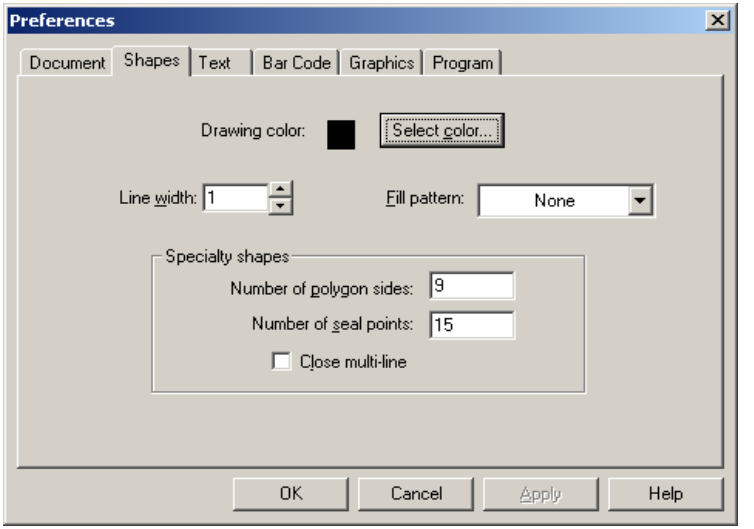


Figure 4-3. Preferences Dialog Box: Shapes Tab

The following table describes the options available on the Shapes tab:

Option	Description
Drawing color	Indicates drawing color for all objects, including text, in the application.
Line width	Specifies the line width for all drawing objects.
Fill pattern	Specifies the pattern that fills all closed drawing objects.
Number of polygon sides	Specifies the number of sides to be used for polygon shapes.
Number of seal points	Specifies the number of points to be sealed on a shape.
Close multi-line	Indicates that multi-lines and arcs will be “closed” when you draw them. A line segment automatically connects the ending point with the starting point.

Text tab

The Text tab allows you to select the default settings for text in your outputs.

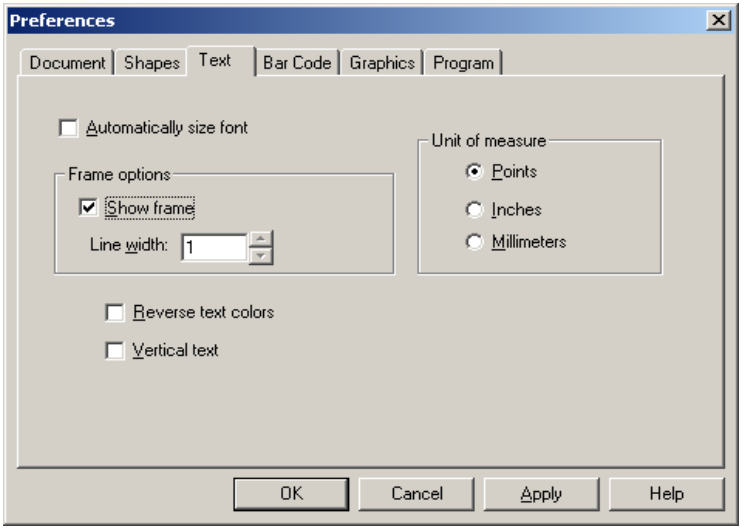


Figure 4-4. Preferences Dialog Box: Text Tab

The following table describes the options available on the Text tab:

Option	Description
Automatically size font	Indicates that the application selects the font size that best fits a text object with boundaries. This setting is ignored for free-form text objects.
Show frame	Indicates that a frame outline of the text object prints.
Line width	Specifies the width of the frame to be printed around text objects. This option is available only when the you select the **Show frame** option.
Reverse text colors	Indicates that the text appears in the background color, and the background (inside the text box) appears in the foreground color.
Vertical text	Indicates that the text letters appear vertically (one below the other).

Option	Description
Unit of measure	Specifies whether the unit of measure is displayed in points, inches, or millimeters.

Bar Code tab

The Bar Code tab allows you to select the default settings for bar codes in your outputs.

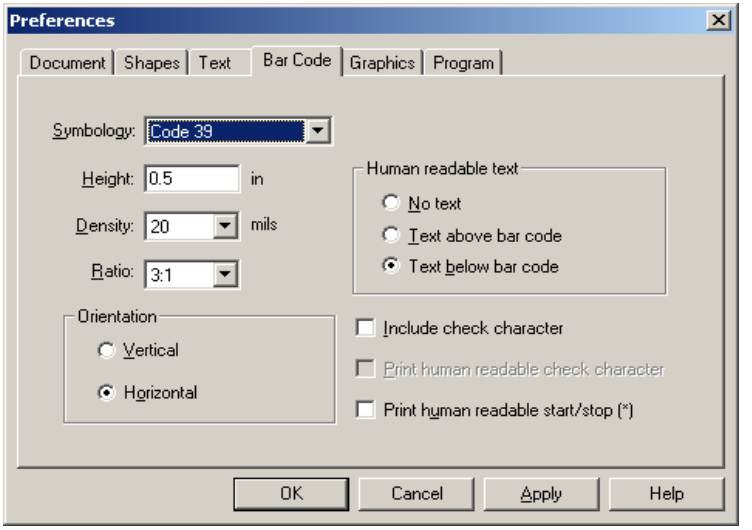


Figure 4-5. Preferences Dialog Box: Bar Code Tab

The following table describes the options available on the Bar Code tab:

Option	Description
Symbology	Specifies the default bar code symbology.
Height	Specifies the height of the bar code. The height does not include the size of the human-readable data.
Density	Specifies the width of a narrow bar in the bar code. The available selections include 10, 20, 30, 40, 50, 60, 80 and 100 mils.

Option	Description
Ratio	Specifies the ratio of a wide bar to a narrow bar. The available selections include 2:1, 2.5:1 and 3:1.
Orientation	Specifies whether you want vertical or horizontal bar code orientation.
No text	Prints a bar code without human-readable text.
Text above bar code	Prints a bar code with human-readable text above the bar code.
Text below bar code	Prints a bar code with human-readable text below the bar code.
Include check character	Specifies that a check character should print with all bar codes.
Print human-readable check character	Specifies that the check character should print in human-readable form. This option is available only if the **Include check character** option is selected.
Print human-readable start/stop (*)	Specifies that start and stop character (*) should print in human-readable form.

Graphics tab

The Graphics tab allows you to select the default settings for graphics in your outputs.

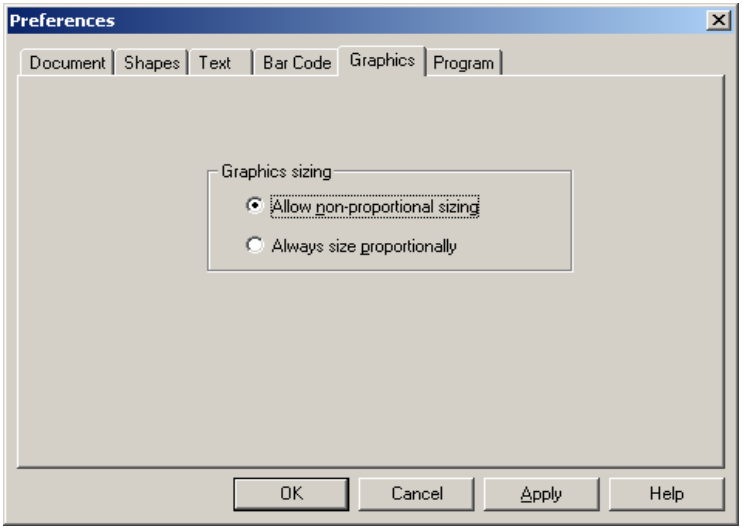


Figure 4-6. Preferences Dialog Box: Graphics Tab

The following table describes the options available on the Graphics tab:

Option	Description
Allow non-proportional sizing	Specifies that width and height of a graphic can be changed independently using either the side or corner handles. Dragging the corner handles scales the object proportionally. Dragging the side handles only scales the dimension of the side you select.
Always size proportionally	Specifies that a graphic will always be sized proportionately. This option displays only the corner handles. This is the default setting.

Program tab

The Program tab allows you to select the default settings for the default directory, supply saver, and template set options.

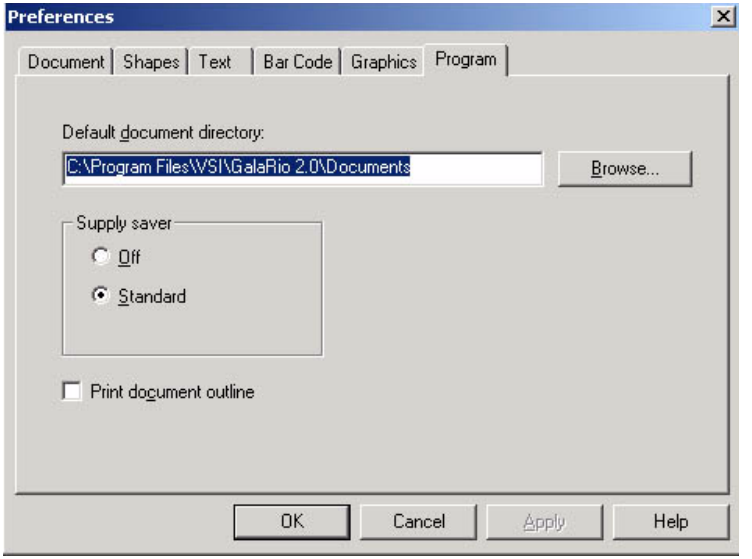


Figure 4-7. Preferences Dialog Box: Program Tab

The following table describes the options available on the Program tab:

Option	Description
Default document directory	Indicates the default directory where you save outputs in the application. Use the **Browse** button to select a different directory.
Off	Turns off supply saver printing. For more information on supply saver printing, see **Using Supply Saver in the VisiMate System** on page 13-15. Not applicable for PosterPrinter™ Systems.

Option	Description
Standard	Turns on the basic supply saver printing features, which arranges same-size output in columns on the print media. For more information on supply saver printing, see **Using Supply Saver in the VisiMate System** on page 13-15. Not applicable for PosterPrinter™ Systems.
Print document outline	Indicates that you want the application to print a dashed output outline when the output size does not match the media size. Not applicable for PosterPrinter™ Systems.
Enable document outline cutting	Indicates that you want the application to cut out the output boundary when the output size does not match the media size. Displays only when a printer with a plotter cutter is selected.

Exporting Files to the VisiMate System

You can export a template or document from the GalaRio™ application to your stand alone VisiMate™ printer. In addition to exporting templates and documents from the PC, you can also copy graphics and text lists to the stand alone machine. For additional information on copying graphics and text lists from the PC to your VisiMate™ System, see the *VisiMate™ Specialty Printing System User's Guide*.

Note: Depending on the item you are exporting, a message may appear to warn you that once the template is loaded on the stand alone system one or more of the objects on the document may not print. If you wish to continue downloading the item anyway, click **OK**. If you wish to end the export process without downloading the item, click **Cancel**.

To export a document from the PC

In the GalaRio™ application, select **Export** from the File menu. The file is placed in the directory structure for the stand alone machine. For additional information on transferring files from the PC to your VisiMate™ System, see the *VisiMate™ Specialty Printing System User's Guide*.

To export a template from the PC

Note: In order to export a template, you need to have the template capabilities feature installed on your system. For more information on installing template capabilities, see Chapter 2: Installing Application Components.

1. Click Start on the Windows taskbar and then select **Programs|GalaRio 2|GalaRio 2 Template Design**.

Hint! If the application icon (shown on the left) appears on your desktop, you can also start the application by double-clicking the icon.

2. From the Document Type dialog box (Figure 4-1 on page 4-3), select **Open Saved Document**.

3. Select **Open Template**. The **Select your document type** option now displays the template categories.
4. Select the printer you want to use.
5. Select a template category you want to use.
6. Click **OK**. The Open Document dialog box appears, as shown in Figure 4-8. The template category you selected affects the options available in the dialog box.

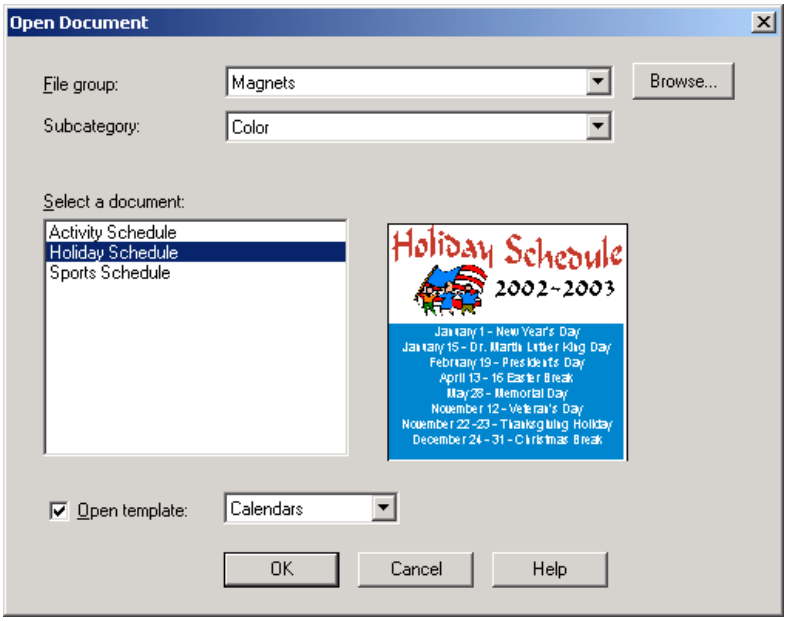


Figure 4-8. Open Document dialog box: Template editing

7. Select a file group.
8. Select a subcategory if available.
9. Select the template you want to use. A preview of the template is shown to the right of the selected template.
10. Click **OK**.
11. Select **Export** from the File menu.

For additional information on transferring files from the PC to your VisiMate™ System, see the *VisiMate™ Specialty Printing System User's Guide*.

CHAPTER 5

Creating Specialty Output

You'll probably find that the templates provided in the GalaRio™ application's collection will meet most of your specialty output needs. This chapter covers the types of pre-made templates available and how to create outputs from these templates. In addition, this chapter describes how to use the My Templates feature for frequently-used templates or favorite outputs.

For those times when you want to create your own outputs from scratch, this chapter also provides information on creating custom specialty outputs from blank templates and creating your own templates.

Topics in this chapter include:

- Template Categories
- Creating Specialty Output Using Templates
- Working with My Templates
- Setting Specialty Output Attributes
- Saving Outputs
- Opening Saved Outputs
- Deleting Outputs
- Designing Custom Outputs
- Creating Custom Templates

Template Categories

The table below offers a brief description of each of the template categories. The contents of each template category are described in detail in the *GalaRio™ Templates & Graphics Guide*. The following section, **Creating Specialty Output Using Templates** on page 5-4, describes how to use templates to create your specialty outputs.

Note: The templates that appear in the Create New Document dialog box depend upon the type of printer you select. Templates that are available only for the VisiMate™ System are indicated below.

Basic Template	Basic Template	Allows you to select a template from a list of pre-designed layouts. The template prompts you to enter your choice of text and graphics.
Borders	Borders	Allows you to select a border shape for your specialty output from a list of pre-selected graphic outlines.
Building Signage	Building Signage	Allows you to select from a list of pre-selected directional signs such as cafeteria signs, exit signs, door signs, name plates, etc. Templates available for the VisiMate™ System only.
Calendars	Calendars	Allows you to create monthly poster calendars, school schedules, stickers for key calendar events, and labels for your monthly calendar headings.
Classroom	Classroom	Allows you to create classroom specific outputs such as welcome letters for bulletin boards, Star Reader awards, drawer labels, desk strips, and school value statements. Templates available for the VisiMate™ System only.

Custom	Custom	Allows you to create specialty outputs from scratch.
Cutout Shapes	Cutout Shapes	Allows you to select from a list of pre-selected shapes to cut out on a VisiMate™ System. Some examples of cut out shapes are: animals, music notes, leaves, etc. Template available for the VisiMate™ System only.
Events & Activities	Events & Activities	Allows you to select from a group of pre-designed layouts that represent common activities such as student council meetings, birthdays, field trips, and more.
Fundraising	Fundraising	Allows you to create outputs that you can sell for fundraising programs such as bumper stickers, clear decals, pennants, stickers, etc. Templates available for the VisiMate™ System only.
General Signage	General Signage	Allows you to create ID badges, parking permits, attendance line magnets, visitor nametags, agendas, welcome banners, and more.
Holiday	Holiday	Allows you to create decorations using static cling decals, stickers, posters, banners and more for every holiday.
My Templates	My Templates	Allows you to save and easily open your favorite or frequently-used templates. For more information on using the My Templates feature, see **Working with My Templates** on page 5-11.
Recognition Motivation	Recognition Motivation	Allows you to create brushed gold awards, plaques, static cling decals, posters, banners, and more that help you recognize students and staff for outstanding achievements.

Sports	Sports	Allows you to create awards, bumper stickers, and more to show team spirit and athletic event support.
Teaching Tools	Teaching Tools	Allows you to create class project instructions, Pledge of Allegiance posters, Big Books, character education labels, science titles, reference labels, counting stickers, and more.

Creating Specialty Output Using Templates

This section describes how to create output using a pre-made template. Templates are like wizards that help guide you through creating your specialty output. They prompt you for the necessary text and graphic information. These objects are then automatically positioned and sized in the output.

You can make the specialty output of your choice in just three easy steps. First, select the template you want to use, enter the prompted information, and then print your specialty output.

The Create New Document dialog box may contain the following types of template categories, based on the installed printer:

- **Monochrome PosterPrinter™ Systems**—If you've installed templates for a monochrome PosterPrinter™, the Create New Document dialog box lists Monochrome template categories. Monochrome templates are designed to work with all monochrome printers. All templates used with monochrome printers display on the screen in greyscale. The color of the paper loaded in your PosterPrinter™ System determines the print color.

Note: Monochrome printers include the ProImage® Plus, ProImage® XL, PosterPrinter™ 2000P, ProImage® Plus 3000, and ProImage® XL 3000 PosterPrinters™, plus your laser or inkjet printer. Note that if you want to print to a laser or inkjet printer, you need to select that printer when you choose a document type.

- **Pro36 Color PosterPrinter™ System**—If you've installed templates for the Pro36 Color PosterPrinter™, the Create New Document dialog box lists Monochrome, Spot Color, and Color template categories. Since this printer provides full-color capabilities and allows you to print with spot-color and full color (CMKY) ribbons, we've provided versions of the templates that allow you to incorporate color.

  Use the Monochrome templates when you are not going to print with multiple colors. The Spot Color templates are best to use when you need to use just one or two different ribbon colors to highlight objects. Use the Color templates when you plan to print using the CMY ribbon (possibly in addition to another ribbon for adding spot color).

- **VisiMate™ Specialty Printing System**—If you've installed templates for the VisiMate™ Specialty Printing System, the Create New Document dialog box lists Monochrome and Color template categories.

  Color- The printer provides full-color capabilities and allows you to print with full color (CMKY) ribbons.

  Monochrome- The printer also provides monochrome templates that view in black and white if you are not communicating with your VisiMate™ machine. However, if your printer is connected and bi-directionally communicating, the printer displays and prints in the installed ribbon and media supply.

The table below indicates the supplies that are used by each printer according to the template category.

Template Category	Supplies Used
Monochrome PosterPrinter™ System	Media only
Monochrome (VisiMate™ Specialty Printing System only)	Media and single color ribbon only
Spot Color (Pro36 Color PosterPrinter™ only)	Media and one or two spot color ribbons
Color (Pro36 Color PosterPrinter™ only)	Media and CMYK ribbons or one CMYK and one spot color ribbon
Color (VisiMate™ Specialty Printing System only)	Media and CMYK ribbons or one CMYK and one specialty ribbon

To create an output using a template

1. From the Document Type dialog box (Figure 4-1 on page 4-3), select **Create New Document**.

Hint! If you currently have an output open and want to select an output from the current template category, select **New** from the File menu or click on the Standard toolbar.
If you want to select a different template category, select **Change Document Type** from the File menu or click on the Standard toolbar.

---

2. Select a printer.
3. Select a template category in the **Select your document type** option.
4. Click **OK** to continue. The Create New Document dialog box appears.

Hint! Use the **Back** button to return to the previous screen, or the **Cancel** button to exit without creating an output.

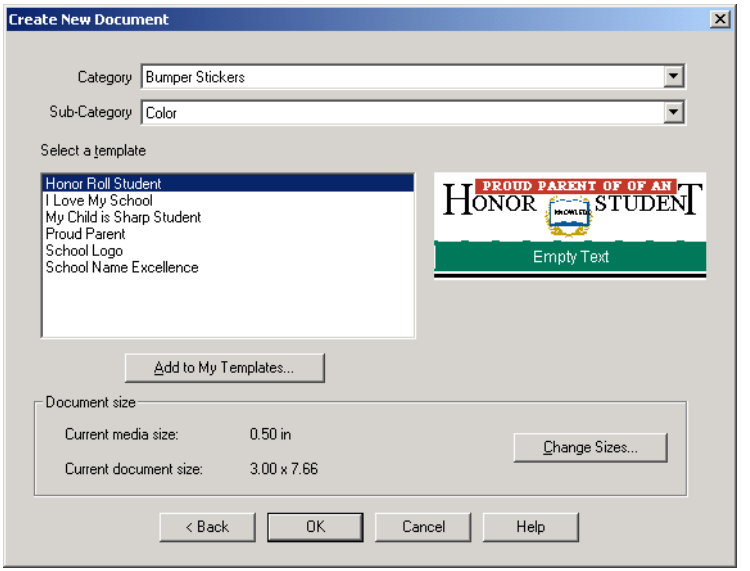


Figure 5-1. Create New Document dialog box

5. Select category and subcategory where available.
6. Select a template. A preview of the selected template appears to the right of the selected template.
7. Verify the output size. To change the output size, click **Change Sizes** and select new settings.

Note: The output size does not appear for PosterPrinter™ Systems because the sizing is handled in the PosterPrinter™ System driver.

Hint! If you are using a VisiMate™ System, you can also change the output size later by selecting **Properties** from the Document menu; however, objects are not automatically sized when you change the output size in Properties. See the next section, **Working with My Templates** on page 5-11.

---

8. Click **OK** to continue.
9. Prompt screens appear for data that is required to populate the output. Complete the requested data, and click **OK** to proceed through the prompts. For more information on template prompts, see **Entering data in template prompts** on page 5-8.

Hint! You can change information that you enter in template prompts after the fact by clicking on the Draw toolbar. If you don't want to enter text for the current prompt, just click **Next** or **Finish** without entering any information. You can also click **Cancel** to stop the prompting process for the template. You can then enter information directly into the editing window.

---

10. Click **Finish** on the last prompt screen to accept the changes.

Entering data in template prompts

The template wizard displays a series of screens that prompt you to enter requested information. The following sections describe each prompt screen.

Text prompt

The text prompt screen allows you to type new text, create new text lists, or use existing text lists. Text entered at a text prompt is held within a single text object.

Creating a text list allows you to enter a list of text items that will be applied to the same text object in multiple outputs. The text items you enter create a mini-database that prints a new output for each item in the list. If you want to create multiple outputs from a previously saved text list, you can select the **Use text list** option in any Text prompt. For example, if you wanted to enter a class list of all your students, one output, such as a nametag, would print for each name in the text list.

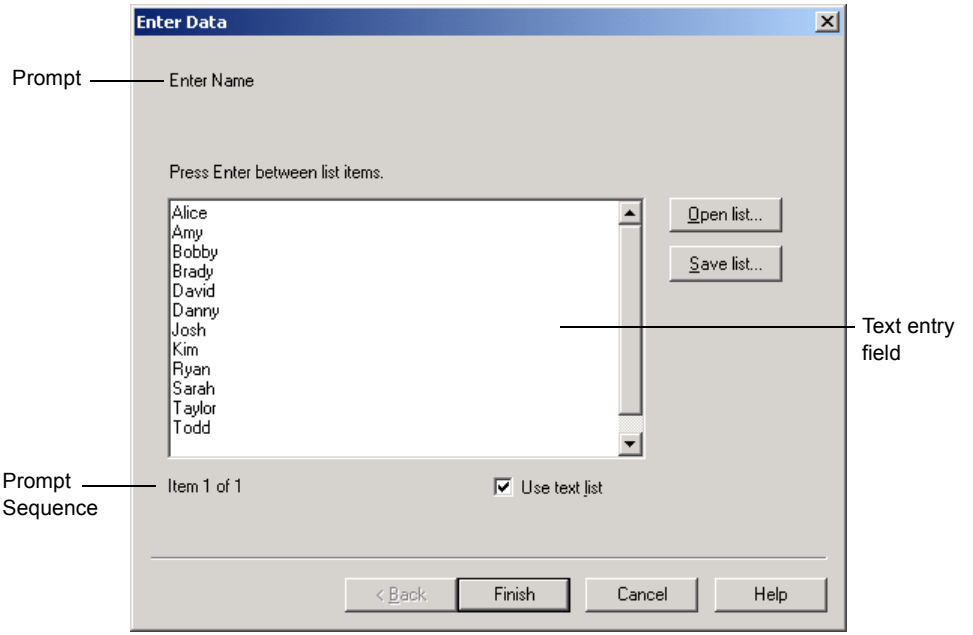


Figure 5-2. Enter Data dialog box: Text prompt with text list items

The following table describes the options available on the text prompt.

Option	Description
Prompt	Indicates the type of data to enter.
Text entry field	Allows you to type the text data to use in the output. If you are creating a text list, you must press ENTER between list items. If you do not press ENTER between items, all the text will be considered one item.
Prompt sequence	Indicates the specific prompt you are currently on and the total number of prompts in the template.
Use text list	When selected, allows you to create text lists that can be used when creating future outputs. Additional fields display when this option is selected that allow you to save a text list or open a previously saved text list.
Open list	Opens a saved text list. Available only when the **Use text list** option is selected.
Save list	Saves the current data in the text field as a text list, independent of the output currently being created. The text list can then be accessed in other templates and outputs using the **Open list** button. Available only when the **Use text list** option is selected.
Back	Displays the previous prompt for the template. If no previous prompt is available, this option is unavailable.
Next	Displays the next prompt for the template. This button changes to **Finish** when no additional prompts are available.
Finish	Indicates that the current prompt sequence is complete. The program exits the prompt sequence and displays the output in the main application window. This button is only available when there are no additional prompts in the sequence.
Cancel	Quits the prompt sequence without completing the process. The incomplete output displays in the main application window.
Help	Accesses the on-line help feature. For more information about on-line help, see Chapter 3: Using Online Help.

Graphic prompt

In addition to the text prompts described in the previous sections, a template may also prompt you to select graphics to include in your output. The graphic prompt allows you to select graphics from the resident library or import graphics from outside of the application.

Hint! If you encounter problems when importing graphics from outside of the application, see **Importing Graphics from Outside of the Application** on page 9-4.

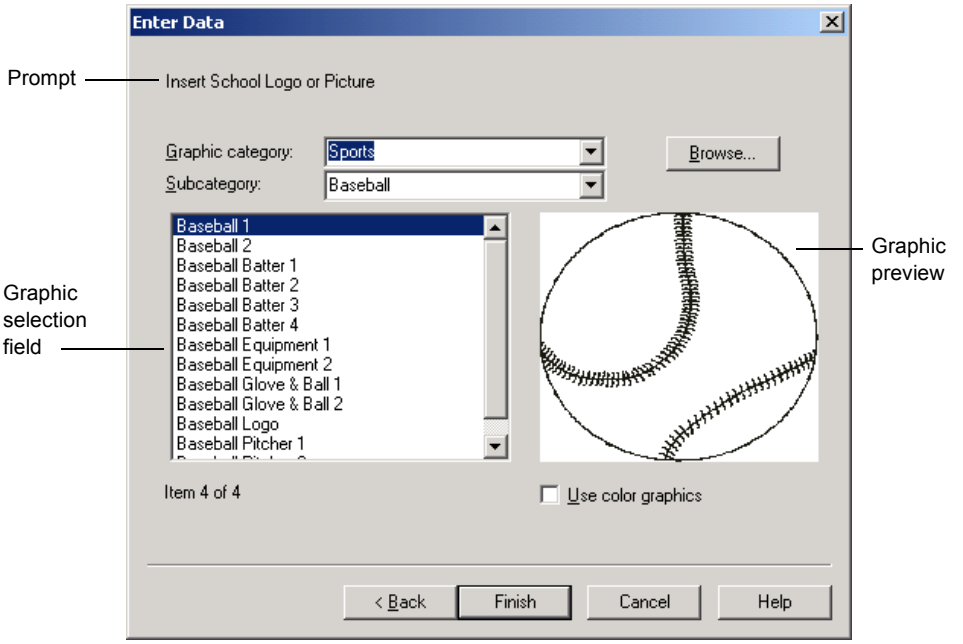


Figure 5-3. Enter Data dialog box: Graphic prompt

The following table describes the options available on the graphic prompt.

Option	Description
Prompt	Indicates the type of data to enter.
Graphic category	Selects a graphic category.

Option	Description
Subcategory	Selects a subcategory within the main graphic category. This option only appears if there are multiple subcategories within the selected graphic category.
Graphic preview	Displays a preview of the selected graphic.
Graphic selection field	Allows you to select the graphic you want to use for your output. Click once on the graphic you want to select it.
Show color graphics	Allows you to display color or monochrome graphics. This option only appears if your printer supports color printing.
Browse	Allows you to select a graphic from outside of the application.

Working with My Templates

You can save frequently-used templates in the My Templates category. Access templates saved in My Templates by using the procedure in **To create an output using a template** on page 5-6. Use the following procedures to add templates to the My Templates.

To add a template to My Templates

1. Select **Create New Document** from the Document Type dialog box (Figure 4-1 on page 4-3).
2. Select a printer.
3. Select a template category and subcategory where available.
4. Click **OK**.
5. Select a category and, if necessary, a subcategory from the Create New Document dialog box (Figure 5-1 on page 5-6).
6. Select a template.
7. Click **Add to My Templates**. The Add Template to My Templates dialog box appears.

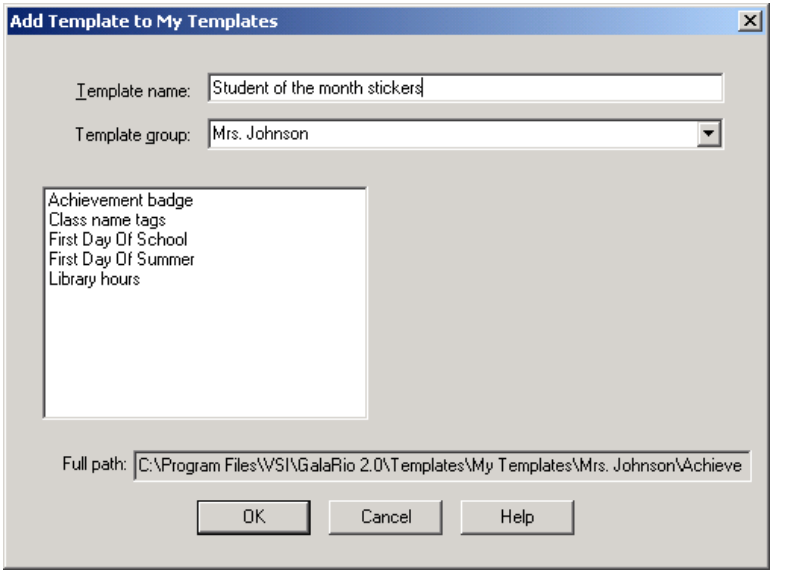


Figure 5-4. Add Template to My Templates dialog box

8. Complete the following in the Add Template to My Templates dialog box:
   - Type a new template name, or accept the current name in the **Template name** text box.
   - If desired, create a new template category by typing the name of the group in the **Template group** text box, or select an existing template category by clicking the drop-down box.

Hint! If you are working with a PosterPrinter™ System and a VisiMate™ System, you may want to name your Template category accordingly. Therefore, you will be able to keep your favorite poster and banner templates separate from the variety of VisiMate™ templates.

---

9. Click **OK**. The template is saved in the My Templates template category for easy access.
10. Complete your specialty output. For more information on creating outputs, see **To create an output using a template** on page 5-6.

Setting Specialty Output Attributes

Once a template is displayed on your screen, you may decide to change some of the output properties. There are three output property tabs available if you are using a VisiMate™ System. They are: General, Orientation, and Frame. For all PosterPrinter™ Systems, the Frame tab is the only available output properties option.

The following procedures describe how to change the output properties.

General Tab

Use the General tab to change the output size and color. This option is only available with VisiMate™ Systems.

To change the output size

1. Select **Properties** from the Document menu or click on the Document toolbar. The Document Properties dialog box appears.

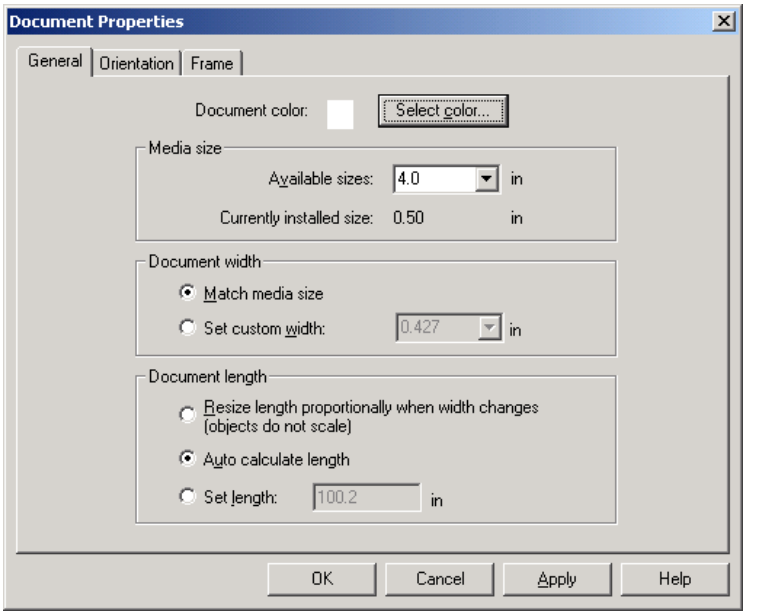


Figure 5-5. Document Properties dialog box: General tab

2. Select the media size you want to use from the **Available sizes** option. The installed media in the printer is shown in **Currently installed sizes**.

Note: If you are not bi-directionally communicating with the printer, the driver default appears instead of the current installed size.

---

3. Do one of the following:
   - If you want the output to match the size of the currently installed media, select **Match media size**.
   - If you want to set a specific width for your output, select **Set custom width**, and then select the appropriate width.

Hint! If you want to override an output size setting and match the installed media, select **Match media size** from the Document menu.

If you enter a custom media size that is smaller than the installed media size, the VisiMate™ System automatically cuts out your output.

If you select a Custom Size in the **General Tab** under **Documents/Properties**), the VisiMate (tm) System automatically adds 1/8" to the beginning and end of the document. That way, the printable and cuttable areas maintain their desired measurements.

---

4. Do one of the following:
   - If you want the application to automatically scale the length of your output proportionally when you change the output's width, select **Resize length proportionally when width changes (objects do not scale)**.
   - If you want the application to determine the length of the output based on the objects on the output, select **Auto calculate length**.
   - If you want to set a custom length for your output, select **Set length**, and then select the appropriate measurement.
5. Click **OK** to accept the changes.

To change the output color

1. Do one of the following:
   - Click on the Object toolbar. The Document Color dialog box appears (Figure 5-6 on page 5-15). Select the desired color and click **OK**.
   - Select **Properties** from the Document menu or click on the Document toolbar.

   The Document Properties dialog box (Figure 5-5 on page 5-13) appears.
2. Click the **Select color** button. The Document Color dialog box appears.

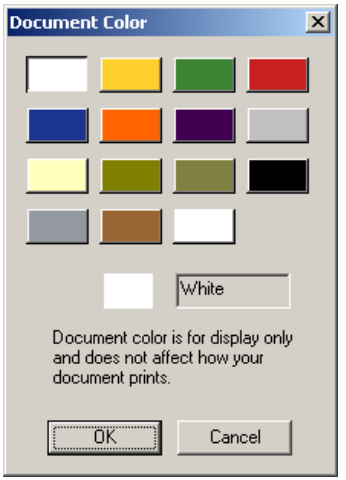


Figure 5-6. Document Color dialog box

Note: The colors available in the Document Color dialog box depend on the printer you are using.

3. Select the color you want to use and click **OK**.
4. Click **OK** on the Document Properties dialog box to accept the changes.

Orientation Tab

Use the Orientation tab to change the output layout. This option is only available with VisiMate™ Systems.

Hint! To change the orientation on a PosterPrinter™ system, refer to the PosterPrinter™ driver.

To change output orientation

1. Select **Properties** from the Document menu or click on the Document toolbar. The Document Properties dialog box (Figure 5-5 on page 5-13) appears.
2. Click the **Orientation** tab.

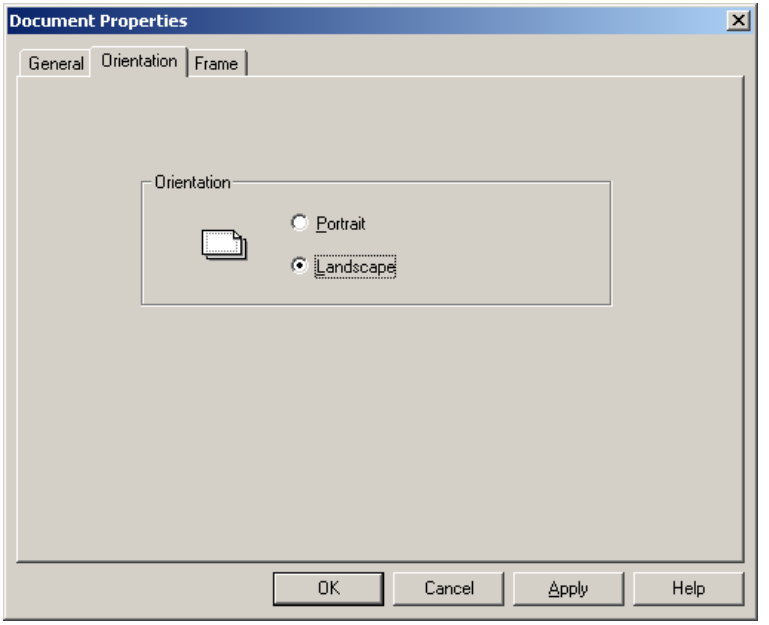


Figure 5-7. Document Properties dialog box: Orientation tab

3. Do one of the following:
   - If you want the output to be taller than it is wide, select **Portrait**.
   - If you want the output to be wider than it is tall, select **Landscape**.
4. Click **OK** to accept the changes.

Frame Tab

Use the Frame tab to apply borders around your output. This option is available for VisiMate™ and PosterPrinter™ Systems. However, the **Frame color** option is only available if you are using a Pro36 Color PosterPrinter™ System or a VisiMate™ System.

To apply a border to the output

1. Select **Properties** from the Document menu or click on the Document toolbar. The Document Properties dialog box (Figure 5-5 on page 5-13) appears.
2. Click the **Frame** tab.

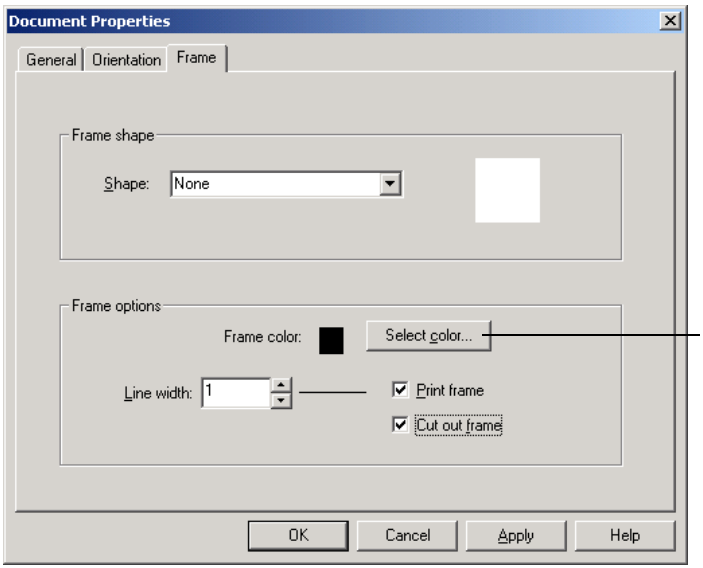


Figure 5-8. Document Properties dialog box: Frame tab

3. Select a shape for the frame from the **Shape** option. If you don't want a frame around your output, select **None**.
4. If you want to change the color of the frame, click the **Select color** button and select the appropriate color. Click **OK**.

Hint! Color selection for a frame is only available in full-color printing systems.

---

5. If you want to change the weight of the output frame, select a width from the **Line width** option.
6. If you want to print the frame around the output, select **Print frame**.
7. If you are using a printer with a plotter cutter and you want to cut out the frame around the output, select **Cut out frame**.

Note: You can specify a frame to be both print and cut. This option is available for VisiMate™ systems only.

---

8. Click **OK** to accept the changes.

Saving Outputs

For outputs to be available for reuse, you need to save them. You can save outputs to the output directory in the application, to another location on your PC, or to a location on your network. Use the following procedure to save an output.

To save an output

1. Select **Save As** from the File menu to name your output. The Save Document dialog box appears.

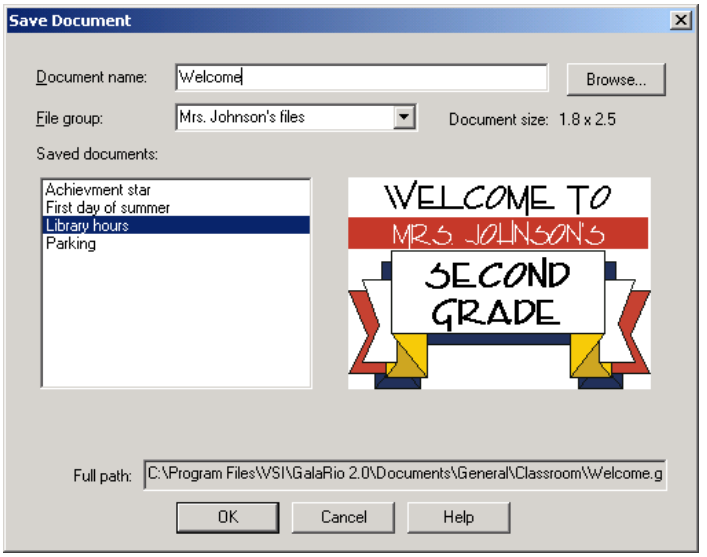


Figure 5-9. Save Document dialog box
(**Full path** is for reference only.)

2. Type a name for your output in the **Document** name field.
3. Select an existing file group or type a name to create a new group in the **File group** option.

Note: The default file destination was set up during installation. The current output path is specified in **Full path**. If you want to save the file to a directory other than the default directory, click **Browse** and select the appropriate path. For more information on changing the default directory, see **Setting Document Preferences** on page 4-11.

---

4. Click **OK** to save the output.

Opening Saved Outputs

The application allows you to access outputs that you previously saved. Use the following procedure to open saved outputs.

To open a saved output

1. Select **Open Saved Documents** from the Document Type dialog box (Figure 4-1 on page 4-3). The Document Type dialog box displays the existing file groups.

Note: Items only appear in this window if you have previously saved outputs.

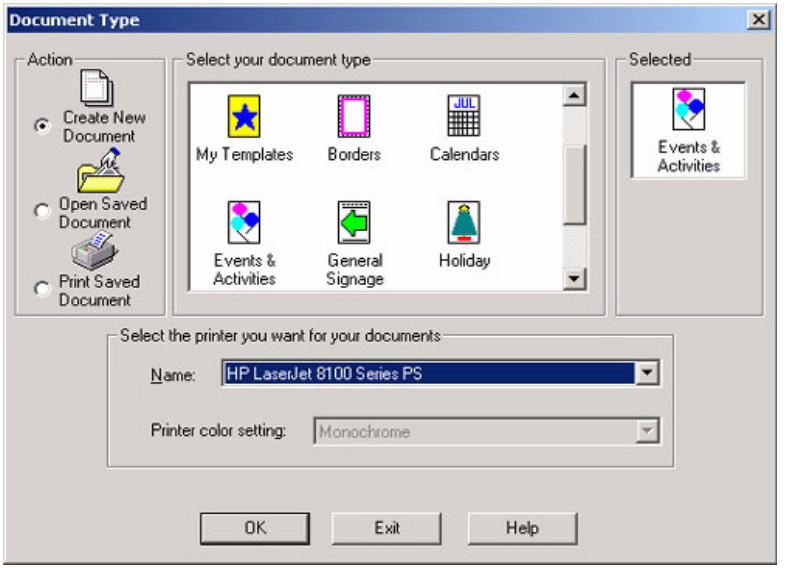


Figure 5-10. Document Type dialog box: Open Saved Documents

Hint! If you are already working in the editing window, select **Open** from the File menu or click on the Standard toolbar. Skip steps 2-3.

2. Select the printer you want to use.
3. Select a file group.

4. Click **OK**. The Open Document dialog box appears.

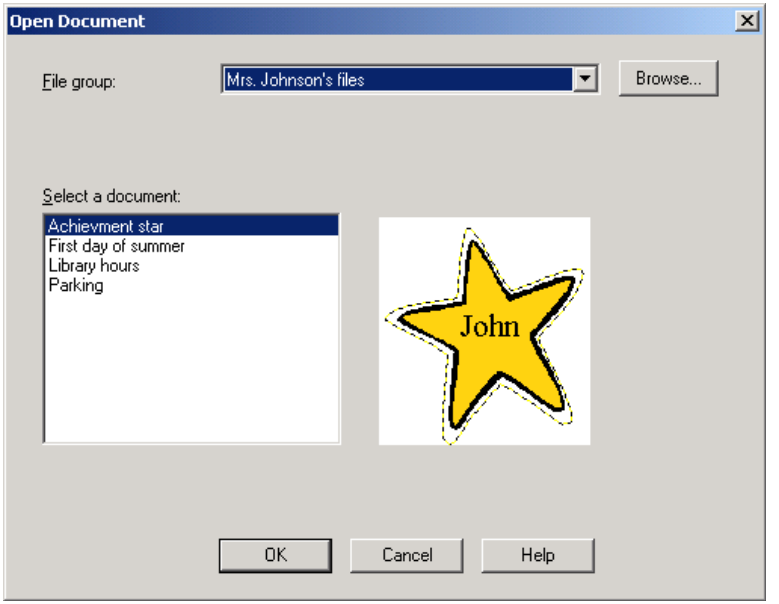


Figure 5-11. Open Document dialog box

5. If you want to change the file group, select a new file group from the **File group** option. The file from the previous screen appears as the default.
6. Select the output you want to use. A preview of the output appears to the right of the selected output.
7. Click **OK** to open the selected output.

Hint! To open an output outside of the Documents folder, skip steps 5-7 and click the **Browse** button. Navigate directly to the output you want to open. Select the file and click **Open**.

Deleting Outputs

You can delete a saved output from within the application directories or from outside of the application. Use the following procedure to delete outputs.

To delete an output

1. Select **Delete** from the File menu. The Delete Document dialog box appears.

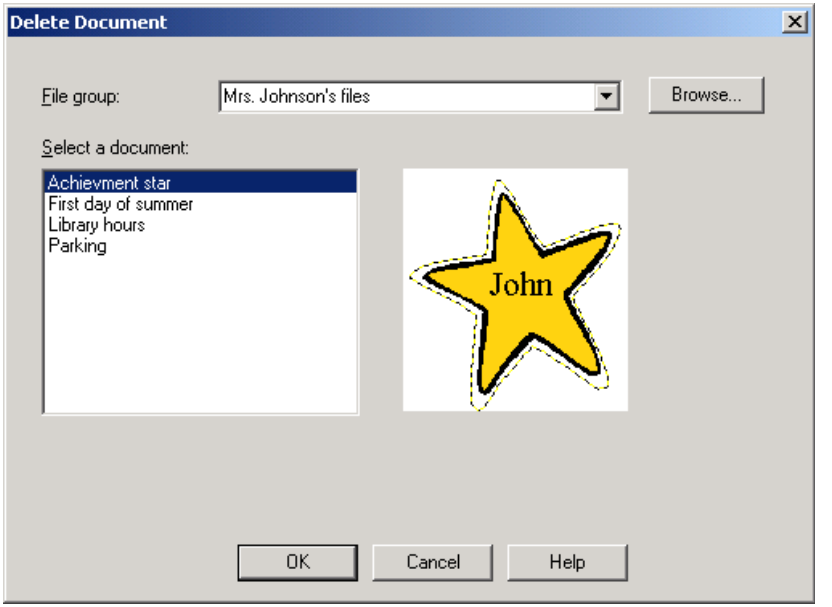


Figure 5-12. Delete Document dialog box

2. Select a file group from the **File group** option.
3. Select an output from the **Select a document** list.
4. Click **OK** to delete the output.

Hint! To delete a file previously saved outside of the Document folder, skip steps 2-4 and click the **Browse** button. Navigate directly to the output you want to delete.

The application asks you to confirm the deletion of the output.

5. Indicate whether you want to delete the file by:
   - Clicking **Yes** to delete the output.
   - Clicking **No** to retain the output in the directory.

Designing Custom Outputs

The pre-made templates should meet many of your specialty output needs; however, there are times when you might want to design a completely unique output. The Custom template allows you to start completely from scratch and create a design of your own.

A custom output starts out as a blank output that you can use to create posters, banners, stickers, magnets, bumper stickers, buttons, badges, labels, signs, and awards.

Note: If you don't want to create an output from scratch, you can use a pre-made template as a starting point and then change it to meet your specific needs. Follow the previous procedures in **Creating Specialty Output Using Templates** on page 5-4, and then add your own graphics, text, or variable data to the output.

To create a custom output

1. From Document Type dialog box (Figure 4-1 on page 4-3), select **Create New Document**.
2. Select the printer you want to use.

Note: If your VisiMate™ printer is connected and online, the installed media size, media color, and ribbon color automatically appears on the taskbar. If the printer is not communicating, the default media width and color will be displayed from the print driver. This does not apply for PosterPrinter™ Systems.

3. Select **Custom**.
4. Click **OK**. The New Document dialog box appears.

5. Select the desired category and subcategory when available.

Hint! The categories and subcategories will differ according to the type of printer you select. Select the appropriate output type for the type of output you want to create.

6. If you want to change the output size, see **To change the output size** on page 5-13.
7. Use the following chapters to add objects to your specialty output:
   - Chapter 7: Working with Objects.
   - Chapter 6: Working with Text
   - Chapter 8: Working with Bar Codes
   - Chapter 9: Working with Graphics
   - Chapter 10: Working with Shapes
   - Chapter 11: Working with Variable Data

Creating Custom Templates

The GalaRio™ Template Gallery application comes with a special template creation application that lets you design and save customized templates that contain your own prompts, default text, and so on—just like the templates that are provided with the GalaRio™ application. Most users find that the pre-made templates meet all their needs, and they don't need to use this application. If you decide to use this feature, you need to choose the Custom option during installation as described in Chapter 2: Installing Application Components.

To create custom a template

1. Click Start on the Windows taskbar and then select **Programs|GalaRio 2|GalaRio 2 Template Design**.

Hint! If the application icon (shown on the left) appears on your desktop, you can also start the application by double-clicking the icon.

2. From the Document Type dialog box (Figure 4-1 on page 4-3), select **Open Saved Document**.
3. Select **Open Template**. The **Select your document type** option now displays the template categories.
4. Select the printer you want to use.
5. Select a template category you want to use.
6. Click **OK**. The Open Document dialog box appears, as shown in Figure 5-13. The template category you selected affects the options available in the dialog box.

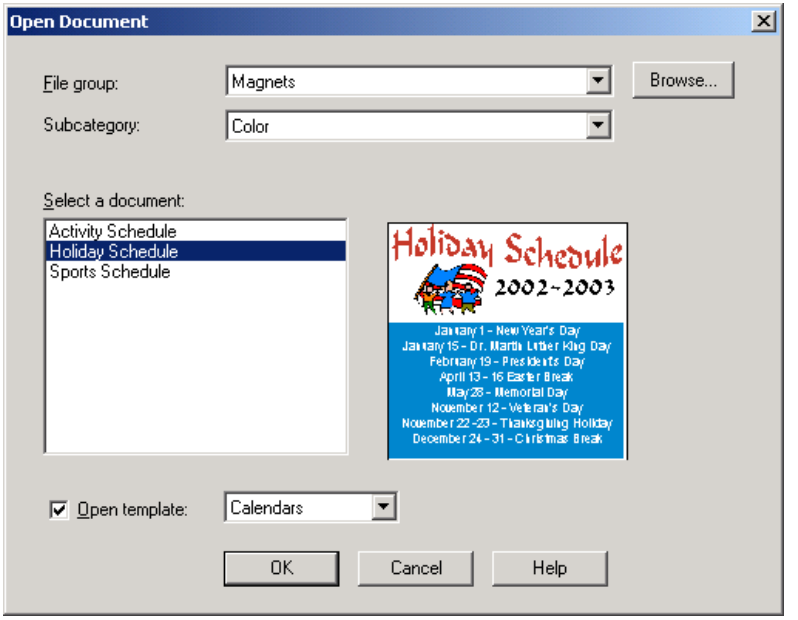


Figure 5-13. Open Document dialog box: Template editing

7. Select a file group.
8. Select a subcategory if available.
9. Select the template you want to use. A preview of the template is shown to the right of the selected template.
10. Click **OK**.
11. Create or edit the output contents as desired.

Hint! To edit a template prompt for an existing object, select **Properties** from the Object menu and click the **Prompt** tab. To create a prompt for a newly-created object, select **Properties** from the Object menu and click the **Data Source** tab. Select the **Template Prompt** option.

12. To change the template's advanced features, click **Advanced** and select one of the following features:
    - **Scalable**: The template sizes according to the output size you select. If you are using a VisiMate™ system, you can use this to change the output size.
    - **Fixed**: The template stays the same size. Set the size in the **Width** and **Height** options. You can use this for outputs that you always want to remain the same size, such as buttons and magnets.
    - **Preset**: The template is set to a certain size, but you can change the size when desired. Set the preset size in the **Width** and **Height** options. You can use this for outputs for which you normally use a specific size of label, such as a bumper sticker. However, this option gives you the choice to change the output size if desired.

To save a modified template

1. To change the template name, category, and subcategory, select **Properties** from the Document menu or click on the Document toolbar. Click the **Template Attributes** tab. Complete the desired changes and click **OK** to accept.
2. Select **Save As** from the File menu. The Save Document dialog box appears.

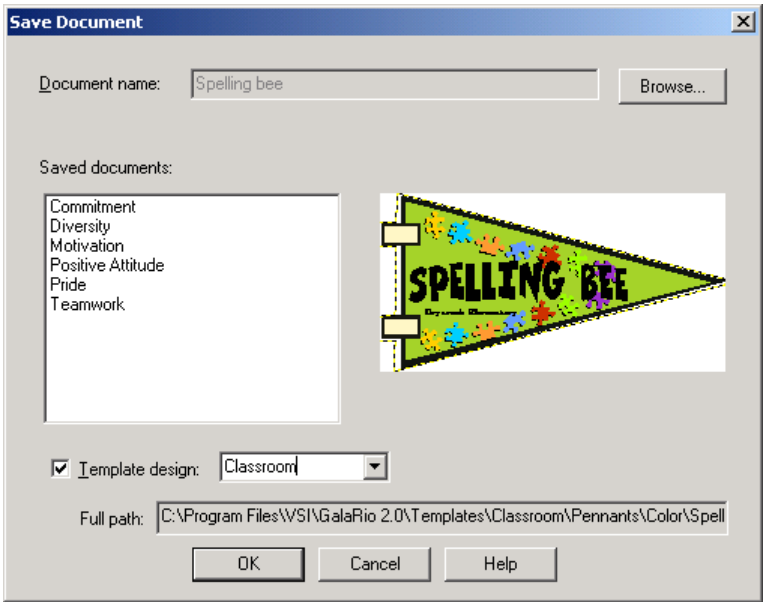


Figure 5-14. Save Document dialog box: Template editing
(**Full path** is for reference only.)

3. Select the **Template design** option.
4. Select a template category where you want the template saved. The file is saved in the category and subcategory specified in the Document Properties dialog box.
5. Click **OK**.

CHAPTER 6

Working with Text

To include text in your output, you need to create a text object. This chapter explains how to create text objects, such as text boxes, Text on a Circle, vertical text, and TextArt.

Topics in this chapter include:

- Creating Text Boxes
- Selecting Text and Text Objects
- Applying Fonts and Character Formats
- Sizing Text
- Positioning Text in Text Objects
- Reversing Text Colors
- Creating Text on a Circle
- Creating Vertical Text
- Creating TextArt

Creating Text Boxes

You can create two types of text boxes:

- Fixed size text: A fixed text box restricts text you type to the parameters of the boundaries you set.
- Free-form text: A free-form text box expands as you type.

In addition, you can convert existing text boxes from one type to another.

To create a fixed or free-form text box

1. Select the desired font and character formats on the Format toolbar. For more information on selecting font styles and character formats, see **Applying Fonts and Character Formats** on page 6-5.
2. Select **Text** from the Draw menu or click on the Draw toolbar. The cursor changes to a cross-hair cursor (+).
3. Move the cursor where you want the text to start.
4. Do one of the following:
   - To create a fixed text box, hold down the left mouse button and drag to create a text box of the desired size. Release the mouse button. The text cursor appears in the box.
   - To create a free-form text box, click the left mouse button and release without dragging. The text cursor appears.
5. Type the desired text. It displays with the text attributes shown on the Format toolbar.
6. Click anywhere outside the text object to accept your changes.

To convert a fixed or free-form text object

1. Select the text object you want to convert.
2. Select **Properties** from the Object menu or click on the Object toolbar. The Text Object Properties dialog box appears.

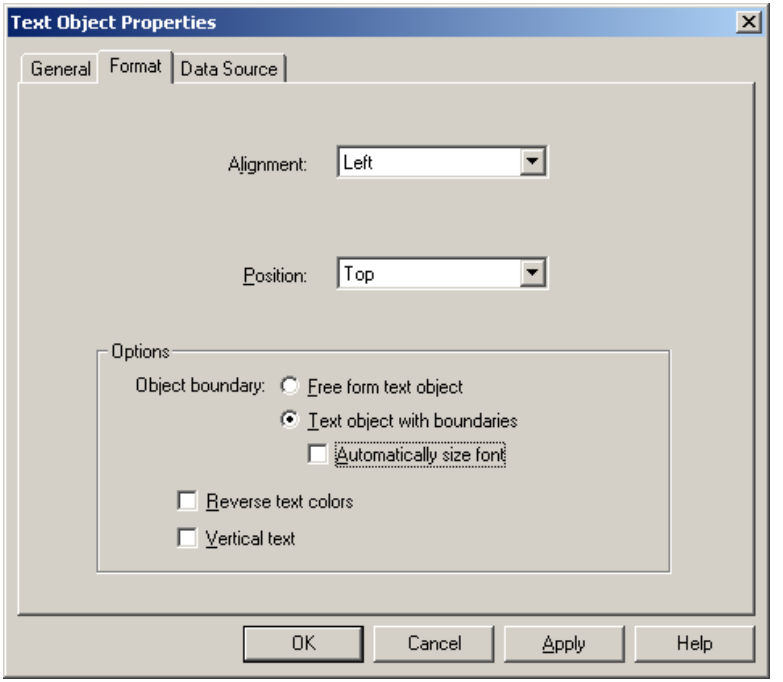


Figure 6-1. Text Object Properties Dialog Box

3. Click the **Format** tab. The current text box type is selected in the **Object boundary** option.
4. Do one of the following:
   - If you want to convert a fixed text object to a free-form text object, select the **Free form text object** option.
   - If you want to convert a free-form text object to a fixed text object, select the **Text object with boundaries** option.
5. Click **OK** to accept the changes.

Selecting Text and Text Objects

You can select individual text characters or the entire text object to apply text editing changes.

To select an entire text box

1. Select **Selector** from the Draw menu or click on the Draw toolbar.
2. Click once on the text box you want to edit.
3. Complete the text format changes.

To select individual characters

1. Select **Selector** from the Draw menu or click on the Draw toolbar.
2. Select the text box you want to edit.
3. Select **Open** from the Object menu or double-click the object. Based on the selected object, one of the following happens:
   - For text boxes and vertical text, the cursor appears within the object.
   - For Text on a Circle objects, the Text Data dialog box appears.
   - For TextArt object, the TextArt dialog box appears.
4. Do one of the following:
   - To select individual characters, place the cursor over the starting point of the text you want to select. Click and hold the left mouse button, and then drag the cursor across the desired characters.
   - To select an entire word, place the cursor over any part of the word and double-click the left mouse button.
5. Complete the your changes.
6. Click outside of the text box to accept the changes, or click **OK** in the Text Data or TextArt dialog boxes.

Applying Fonts and Character Formats

You can select different font styles and apply different character formats to that font. You can apply your formatting changes to individual characters or to the entire text object. For more information on selecting text objects and characters, see the previous section.

To change text font

1. Select the text you want to change.

2. Select a type style from the font selection option on the Format toolbar, as shown on left. The type style changes to reflect your selection.

To change character formats

1. Select the text you want to change.
2. Do one or more of the following:
   - Select **B** on the Format toolbar to bold text.
   - Select *I* on the format toolbar to italicize text.
   - Select U on the Format toolbar to underline text.

   The selected text changes to reflect the selected character format.

Sizing Text

The application can automatically size text, or you can manually size text according to the specific requirements of the output you are creating.

To automatically size text

1. Select the text object you want to change.
2. Click on the Format toolbar. The application increases or decreases the font size of the text object to fit within the boundaries of the text box.

Note: This option is available for fixed text objects only. For more information on converting text objects, see **To convert a fixed or free-form text object** on page 6-3.

To manually size text

1. Select the text you want to change.
2. Do one of the following:
   - Click to increase or to decrease the size of the selected text.
   - Select or type the desired font size in font size option on the Format toolbar.

   The selected text changes to your specifications.

Positioning Text in Text Objects

You can justify text so it is positioned to the left, center, or right side of the text box. In addition, you can position text vertically in the text box.

To select text justification

1. Select the text object you want to change.
2. Do one of the following:
   - On the Format toolbar, click (left), (center), or (right) to align text objects. The text aligns within the text box.
   - Select **Properties** from the Object menu or click on the Object toolbar. Click the **Format** tab. Continue with Step 3.
3. Select **Left**, **Center**, or **Right** justification from the **Alignment** option.
4. Click **OK**. The settings you chose are applied to the selected text object.

To select vertical text position

1. Select the text object you want to change.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Format** tab.
4. Select **Top**, **Middle**, or **Bottom** from the **Position** option.
5. Click **OK**. The settings you chose are applied to the selected text object.

Reversing Text Colors

You can reverse the background and foreground colors on a text object, as shown in the example below.

Figure 6-2. Text box: Normal

Figure 6-3. Text box: Reversed

To reverse a text colors

1. Select the text object you want to reverse.
2. Click on the Object toolbar. The foreground and background colors automatically reverse.

Hint! In addition to using the following procedures, you can also reverse text colors using the Object Properties dialog box.

Select **Properties** from the Object menu or click on the Object toolbar. Select **Reverse text colors** from the **Format** tab.

Creating Text on a Circle

You can create text that wraps around a circle, as shown in the example below.

Figure 6-4. Text on a Circle

To create text on a circle

1. Select **Text on a Circle** from the Draw menu or click abc on the Draw toolbar. The cursor changes to a cross-hair cursor (+).
2. Move the cursor where you want the circle to start.
3. While holding down the left mouse button, drag to create a circle of the desired size.
4. Release the mouse button. The Text Data dialog appears.

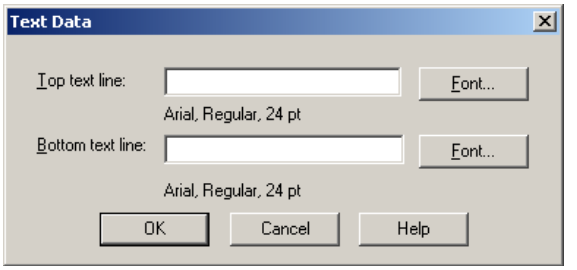


Figure 6-5. Text Data Dialog Box

5. Type the text for the top and bottom lines. The Text Data dialog box displays the text attributes beneath each line.

6. To change the text attributes, click the **Font** button next to the text you want to modify. You can set attributes for the top and bottom text lines independently from each other.

Hint! You can also change the font attributes by using the options on the Format toolbar.

---

7. Click **OK**.
   The text appears as specified on the circle.

Note: Your text aligns inside the diameter of the circle you drew. If the font size differs between the top and bottom lines of text, the line with the smaller text size aligns to the inner edge of the line with the larger text size.

Creating Vertical Text

Vertical text objects are objects that stack the letters on top of one another to create a vertical line of text, as shown on the left. You can move and modify vertical text in the same manner as horizontal text objects.

To create vertical text

1. Create a new text object or select an existing one.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Format** tab.
4. Select the **Vertical text** option.
5. Click **OK**. The application vertically formats the text object.

Hint! Manual line breaks (returns) are treated as character spaces when making a text object into vertical text. If you want more than one line of vertical text, create separate text objects.

Creating TextArt

TextArt is a tool that allows you to display text that follow a designated shape, as shown in the example below.

Figure 6-6. TextArt example

A TextArt object is treated in the same manner as a draw object. For more information on modifying object size, color, fill pattern, position, and rotation, see Chapter 7: Working with Objects and Chapter 10: Working with Shapes.

To create TextArt

1. Select on the Draw toolbar.
2. Hold down the left mouse button and drag to create a text box of the desired size.
3. Release the mouse button. The TextArt dialog box appears.

Figure 6-7. TextArt Dialog Box

4. Select a shape for your text in the **Shape** option.
5. Type the desired text in **Text** option.
6. Select the desired font in the **Font** option.
7. Select a character format from the **Font Style** option.
8. Click **OK**. The TextArt object is scaled to fit the text box you created.

Note: You can modify font size and style only from the TextArt dialog box.

CHAPTER 7

Working with Objects

In the application, objects are defined as text boxes, shapes, bar codes, or graphics. This chapter provides you with basic procedures that pertain to all objects.

Topics in this chapter include:

- Selecting Objects
- Sizing Objects
- Positioning Objects
- Aligning Objects
- Changing the Color of Objects
- Rotating Objects
- Framing Objects
- Moving Objects to the Front or Back
- Grouping and Ungrouping Objects
- Cutting, Copying, and Pasting Objects
- Deleting Objects
- Using the Undo Command

For more information on working with specific objects, see the following chapters:

- Chapter 6: Working with Text
- Chapter 8: Working with Bar Codes
- Chapter 9: Working with Graphics
- Chapter 10: Working with Shapes
- Chapter 11: Working with Variable Data

Selecting Objects

Before you can work with an object, you need to select it. Use the following procedures to select objects within your output.

To select one or multiple objects

1. Select **Selector** from the Draw menu or click on the Draw toolbar.
2. Use one of these methods:
   - Click the desired object. Handles surround the object indicating that the object is selected. To select additional objects, hold down the SHIFT key while clicking each of the objects you want to select.
   - Click and hold down the left mouse button. Drag the cursor until the dotted outline encloses the objects you want to select. An object need be only partially within the dotted outline to be selected.

To select all objects

Select all objects in your output by selecting **Select All** from the Edit menu.

Sizing Objects

You can size almost any object, with the exception of free-form text objects. Use the following procedures to size objects within your output.

To size an object using the mouse

To size an object using your mouse, click on one of the sizing handles that appear around the object, then drag to the desired size. If you drag one of the corner handles, the object sizes proportionally.

To scale an object

1. Select the object(s) you want to scale.
2. Select **Scale** from the Object menu.
3. Do one of the following on the cascading menu that appears:
   - Select one of the designated scaling percentages from the cascading menu that appears. The object is scaled to the desired percentage.
   - Select **Custom** from the cascading menu that appears. The Scale dialog box appears.
4. Select one of the designated scaling options or enter a scaling factor in the **Custom** option.
5. Click **OK**. The object is scaled accordingly.

Hint! In addition to using the following procedures, you can also size objects using the Object Properties dialog box.

Select **Properties** from the Object menu or click on the Object toolbar. Use the **Height** and **Width** options on the **General** tab.

Positioning Objects

You can specify the location coordinates for an object, position an object using your mouse or keyboard, or snap objects to the grid in your output. Use the following procedures to position objects.

Note: You can position objects anywhere, even outside the output boundaries. Objects outside these boundaries are truncated or tiled during printing.

To position an object using your mouse or keyboard

1. Select the object you want to move.
2. Do one of the following:
   - Position the cursor over the selected object. The move cursor (✥) appears. Click and drag the desired object to a new position. As you drag an object, a dotted outline appears so you can identify the object edges for accurate positioning.
   - Press any of the arrow keys to move the object by one screen pixel, or hold down the SHIFT key while pressing an arrow key to move the object by ten screen pixels.

To position an object precisely on the output

1. Select the object you want to position.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **General** tab.
4. Do one of the following:
   - If the object is not a line, type new location values in the Left and Top options.
   - If the object is a straight or diagonal line, type new location values for any of the Point 1/Horizontal (x), Point 1/Vertical (y), Point 2/Horizontal (x) or Point 2/Vertical (y) fields.
5. Click **OK**. The object is repositioned according to the new values.

Note: The coordinates of the upper left corner of the printable area are 0,0. The outer edge of the label is displayed in gray, and the label you are creating is displayed in white on the editing window.

To position an object using the grid

1. Do one of the following:
   - Select **Snap to Grid** on the Options menu.
   - Select **Preferences** from the Options menu. Select the **Snap to grid** option on the **General** tab.
2. Select and slightly move the object you want to position. The object aligns with the nearest grid line.

Hint! You can adjust the grid spacing and display the grid using the Preferences dialog. For more information on using the grid, see **Setting Document Preferences** on page 4-11.

Aligning Objects

You can align selected objects with respect to one another or you can align selected objects with respect to the output. Use the following procedures to align objects.

To align objects to one another

1. Select the objects you want to align with respect to each other.
2. Select **Align Objects** from the Object menu, and select one of the following:
   - To align objects along a vertical line, select **Left**, **Center**, or **Right**.
   - To align objects along a horizontal line, select **Top**, **Middle**, or **Bottom**.
   - To align objects on the center point of the selection, select **Center Point**.

Note: The objects are aligned relative to each other based on the selected option. For example, if you choose **Left**, the selected objects align on the left edge of the left-most object.

To center objects on an output

1. Select the object(s) you want to center.
2. Do one of the following:
   - To center an object horizontally, select **Center Horizontally** from the Object menu. This option is available only if you have an output length set. For more information on setting output length, see **Setting Specialty Output Attributes** on page 5-13.
   - To center an object vertically, select **Center Vertically** from the Object menu.

Changing the Color of Objects

You can change the color of an object within your output. The available colors are dependent upon the printer you are using, as well as on the settings in the application.

Note: For color information on specific printers, see the next three sections.

Use the following procedure to change object colors.

To change the color of an object

1. Select the object(s) whose color you want to change.
2. Do one of the following:
   - Select **Color** from the Object menu. The Object Color dialog box appears.
   - Click on the Object toolbar. The Object Color dialog box appears.
3. Click the desired color for the selected objects.
4. Click **OK**.

Hint! In addition to using the following procedures, you can also change object color using the Object Properties dialog box.

Select **Properties** from the Object menu or click on the Object toolbar.

VisiMate Specialty Printing System

If you are using the VisiMate™ Specialty Printing System, select one of the following color settings from the **Printer color setting** option in the GalaRio™ application, as shown below, on the Object toolbar:

Note: Setting the color setting here automatically formats your printer driver color setting.

- **Monochrome**: The application prints all objects in a single color. Changing the color of one object changes the color of all the objects in the output. In the case of multi-colored objects, the output prints in shades of the installed ribbon color.
- **Spot Color**: The application prints the objects on the output by the monochrome ribbon colors you selected. For example, if you want to print a door sign in red and metallic gold, you can insert a monochrome red ribbon to print the red lettering you specified on the output. When the system has completed printing that color, it will prompt you to insert the metallic gold ribbon to finish the area you specified in metallic gold.
- **Full Color**: The application prints objects in their original colors using the full color (CMYK) ribbon. For example, if you wanted to create a specialty output using metallic ribbons along with full color ribbons, you would select the **Full Color** option.

For more information, see the *VisiMate™ Specialty Printing System User's Guide*.

Monochrome PosterPrinter Systems

With monochrome PosterPrinter™ machines, objects print using the media color, regardless of which color appears on your screen. You can use the Object Color dialog box to select the foreground or background color as described below. The Customize Color command is not available for any type of object. The shades of gray in the monochrome graphics have already been optimized for you and cannot be changed, since that would result in lower print quality.

Note: Monochrome printers include the ProImage® Plus, ProImage® XL, PosterPrinter™ 2000P, ProImage® Plus 3000, and ProImage® XL 3000 PosterPrinters™, plus your laser or inkjet printer.

On some posters or banners, you may want to print objects in reverse foreground and background colors. An easy way to do this for text objects is to use the Reverse feature, as described in **Reversing Text Colors** on page 6-8.

For other types of objects, such as TextArt, Text on a Circle, and line art (including HotShapes) you can achieve this effect by setting the object to print in the foreground color (black) or background color (white).

To change an object's foreground/background color

1. Select the object.
2. Select **Color** from the Object menu. The Object Color dialog box appears.
3. Select a color and click **OK**.

Hint! If you set the object color to the same as the background color, when you click **OK** the object won't be displayed (because it is white). To see the object, draw a rectangle over the object, fill it with a solid pattern, and move the rectangle to the back. The object will show through the solid pattern, as demonstrated in the following example:

Figure 7-1. White object displayed on black rectangle

Pro36 Color PosterPrinter System

When using the Pro36 Color PosterPrinter™, you can use these methods to select the colors in which objects should print:

- Use the Color command on the Object menu to choose colors for text, TextArt, Text on a Circle, and line art (including HotShapes). You can apply spot color by selecting one of the ribbon colors displayed in the Object Color dialog box, or you can click the Use full color palette button in that dialog box to choose from the complete Windows® color palette. Use the full color option when you plan to print using a CMY ribbon. (Both dialog boxes are shown in the discussion on the following pages.)
- For Windows® MetaFile (.WMF) graphics that are *black and white* (including some of the graphics that are shipped with the GalaRio™ application), you can use the Object Color command on the Object menu to change the color as described above. The colors in black and white graphics cannot be changed using the Customize Color command.
- For Windows® MetaFile (.WMF) graphics that are *grayscale or full color* (such as the most of the graphics that are shipped with the GalaRio™ application), you can use the Customize Color command on the Object menu to change the colors used in a graphic. Again, you can apply spot color by selecting one of the ribbon colors displayed in the Object Color dialog box, or you can click the Use full color palette button in that dialog box to choose from the complete Windows® color palette. Use the full color option when you plan to print using a CMY ribbon.

To customize colors in a .WMF graphic using the Pro36 Color PosterPrinter System

1. Select the graphic.
2. Select **Customize Color** from the Object menu. The Customize Colors dialog box appears. The squares on the left represent all colors used in the graphic.

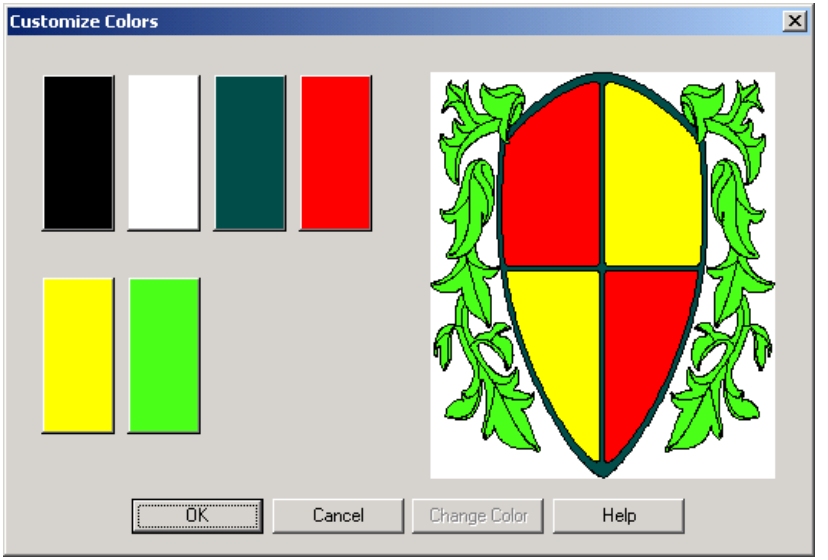
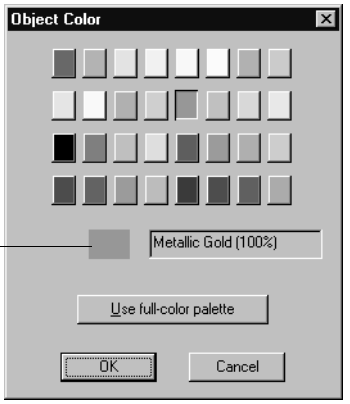


Figure 7-2. Customize Color dialog box

3. Click the square on the left corresponding to the color you want to replace. When you select a color, a crosshatch pattern displays on the graphic at right to indicate where that color is used.
4. Click the **Change Color** button. The Object Color dialog box appears.

This dialog box shows the custom color palette that contains all of the ribbon colors available for the Pro36 Color PosterPrinter™ machine.



This area indicates the ribbon color currently mapped to the selected color, if any.

Figure 7-3. Object Color dialog box

5. Select the color you want to use and click **OK**.
   - **Spot color ribbon**—To use a spot color ribbon, click a color in the dialog box shown in the previous step.
   - **CMYK ribbon**—If you are going to print with a CMY ribbon, click the **Use full-color palette** button and select a color from the dialog box. You can select from the full Windows® color palette. Click **OK** after choosing a color.

   The Customize Colors dialog box shows where the selected color will be used on the graphic.
6. Click **OK** to apply the color change.

Rotating Objects

You can rotate objects to a precise angle or manually rotate an object using your mouse. Use the following procedures to rotate objects in your output.

To rotate objects with the mouse

1. Select one or more objects to rotate. The rotation handle appears to the right of the rectangle formed by the sizing handles.
2. Move the mouse pointer over the rotation handle. The cursor changes to the Rotate cursor:
3. Click and drag the Rotate cursor without releasing the mouse button. The current degree of rotation appears in the status bar.
4. Release the mouse button when the object is rotated to the desired degree.

To rotate objects using the object menu or toolbar

1. Select the objects to rotate.
2. Do one of the following:
   - Select **Rotate** from the Object menu. Select one of the designated degrees of rotation from the cascading menu or use **Custom** to set another rotation angle. The object is automatically rotated.
   - Click on the Object toolbar. The Rotate dialog box appears. Click on a pre-set value or set your own rotation angle.
3. Click **OK**. The object rotates to the new degree of rotation.

Hint! In addition to using the following procedures, you can also rotate objects using the Object Properties dialog box.

Select **Properties** from the Object menu or click on the Object toolbar.

Framing Objects

You can place a frame around an object. Use the following procedure to frame an object.

To frame an object using the object toolbar

1. Select the object you want to frame.
2. Click on the Object toolbar.
3. Select an appropriate line width. A frame appears around the selected object in the selected line weight.

Hint! In addition to using the following procedures, you can also frame objects using the Object Properties dialog box.

Select **Properties** from the Object menu or click on the Object toolbar.

Moving Objects to the Front or Back

When objects overlap, you can position objects so that they are either in front of or behind other objects. Use the following procedure to move an object either to the front or the back of other objects.

To move an object to the front or back

1. Select the object you want to send to the front or back.
2. Do one of the following:
   - Select **Move to Front** on the Object menu or click on the Object toolbar. The selected object is brought to the front so it is completely visible.
   - Select **Move to Back** on the Object menu or click on the Object toolbar. The selected object is obscured where it overlaps the other objects.

Grouping and Ungrouping Objects

You can group objects in an output to make them a single element, called a grouped object. Any modifications you make to a grouped object uniformly change all objects within the group. Use the following procedures to group and ungroup objects within your output.

To group objects

1. Select the objects you want to combine into a group.
2. Do one of the following:
   - Select **Group** from the Object menu. A check mark appears next to the command.
   - Click on the Object toolbar.

   The selected objects are grouped.

Hint! Grouped objects become a single object, with its own set of properties. To change the attributes for a single object inside the group, you must first ungroup the collection.

To ungroup objects

1. Select the object group you want to ungroup.
2. Do one of the following:
   - Select **Group** from the Object menu. The check mark disappears.
   - Click on the Object toolbar.

   The selected objects are ungrouped.

Cutting, Copying, and Pasting Objects

If you want to remove an object from one area and place it in another area, use the **Cut** option. The application removes the original object and places it on your Windows® clipboard.

If you want to create a duplicate of an object, use the **Copy** option. The application leaves the object in its original location, but places a copy of the object on your Windows® clipboard.

Both options allow you paste the copy of the object into another location.

Use the following procedures to cut, copy, and paste objects.

To cut an object

1. Select the object you want to remove.
2. Select **Cut** from the Edit menu or click on the Standard toolbar. The selected object is removed and placed on your Windows® clipboard.

To copy an object

1. Select the object you want to copy.
2. Select **Copy** from the Edit menu or click on the Standard toolbar. The selected object is copied to your Windows® clipboard, leaving the original object in the output.

To paste an object

1. Cut or copy the desired object.
2. Select **Paste** from the Edit menu or click on the Standard toolbar. The contents of the Clipboard are inserted in one of these locations:
   - If pasting text within a text object, the pasted text is inserted in the object at the cursor position.
   - If pasting other objects, the pasted objects appear slightly offset from the original object you cut or copied.

Deleting Objects

You can remove objects you no longer want to use in your output. Use the following procedure to delete an object from your output.

To delete an object

1. Select the object you want to delete.
2. Select **Delete** from the Edit menu or press the DELETE key. The selected object is deleted.

Note: Use caution when deleting objects. A deleted object is not placed on the Clipboard, so you cannot paste the object elsewhere. Use the Cut command from the Edit menu to place a deleted object on the Clipboard. For more information on using the cut command, see the previous section.

Using the Undo Command

If you perform an action that you do not intend, such as moving or resizing an object, use the **Undo** command to reverse the action. Use the following procedure to use the Undo command.

To undo actions

Select **Undo** from the Edit menu or press CTRL + Z on your keyboard. This feature reverses the previous action. You can undo multiple actions by repeating this process. The application makes this feature unavailable when you cannot undo any additional changes.

CHAPTER 8

Working with Bar Codes

You can add bar code data to any output, including outputs you create from a template. The application supports a variety of bar code symbologies and allows you to modify bar code attributes, such as density, ratio, and human-readable positioning.

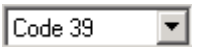
Topics in this chapter include:

- Creating Bar Codes
- Setting Bar Code Density and Ratio
- Working with Human-readable Text
- Selecting Text Within Bar Codes
- Sizing Text Within Bar Codes

Creating Bar Codes

You can add bar codes to any output. Use the following procedures to create bar codes in an output.

To insert a bar code



1. Select the desired bar code symbology, shown at left, on the Object toolbar.
2. Select **Bar Code** from the Draw menu or click on the Draw toolbar. The cursor changes to a cross-hair cursor (┼).
3. Move the cursor to where you want the bar code to start. Then, holding down the left mouse button, drag the mouse to create a place holder for the bar code. The Bar Code Data dialog box appears.

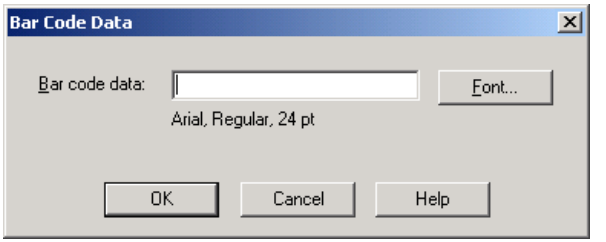


Figure 8-1. Bar Code Data Dialog Box

4. Type the data you want to appear in the bar code.
5. Click **OK** in the Bar Code Data dialog box to complete the bar code. The typed information appears as bar code data.

Setting Bar Code Density and Ratio

Use the following procedures to position the text within bar codes.

To change bar code density and ratio

1. Select the bar code object you want to change.

2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Bar Code** tab.

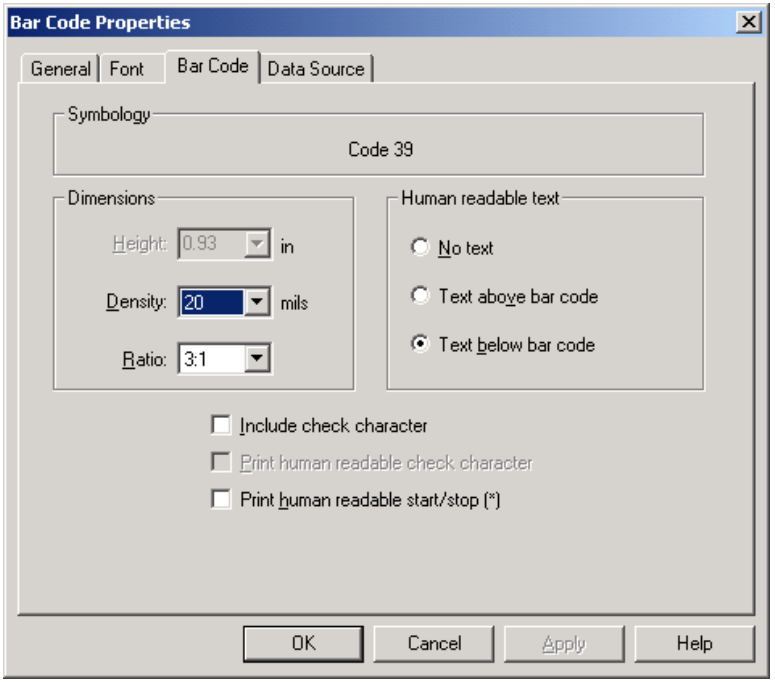


Figure 8-2. Object Properties Dialog Box: Bar Code Tab

4. Enter a value for the following settings:
   - **Density**: Specifies the width of a narrow bar in the bar code. The available selections include 10, 20, 30, 40, 50, 60, 80, and 100 mils.
   - **Ratio**: Specifies the ratio of a wide bar to a narrow bar. The available selections include 2:1, 2.5:1, and 3:1.
5. Click **OK** to accept the changes.

Working with Human-readable Text

Use the following procedures to position the text within bar codes.

To change the position of text within a bar code

1. Select the bar code object you want to change.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Bar Code** tab (Figure 8-2 on page 8-3).
4. Complete the desired settings:
   - **No text**: Prints a bar code without human-readable text.
   - **Text above bar code**: Prints a bar code with human-readable text above the bar code.
   - **Text below bar code**: Prints a bar code with human-readable text below the bar code.
   - **Include check character**: Specifies that a check character should print with all bar codes.
   - **Print human-readable start/stop (*)**: Specifies that the start and stop characters (*) should print in human-readable form.
5. Click **OK** to accept the changes.

Selecting Text Within Bar Codes

You can edit the human-readable text in a bar code, as well as the bar code symbology and size. Use the following procedure to select bar code characters.

Select text within bar codes

1. Select **Selector** from the Draw menu or click on the Draw toolbar.
2. Select the bar code object you want to edit.
3. Select **Open** from the Object menu or double-click the object. The Bar Code Data dialog box (Figure 8-1 on page 8-2) appears.
4. Select the characters you want to edit.
5. Apply the changes you want to make.
6. Click **OK** to accept the changes.

Sizing Text Within Bar Codes

You can modify the size of text within bar code objects. Use the following procedure to size text in bar codes.

To increase the font size

1. Create a new bar code or select an existing bar code object.
2. Do one of the following:
   - Click to increase or to decrease the size of the text in the selected bar code.
   - Select or type the desired font size in size option on the Format toolbar, as shown on left.

CHAPTER 9

Working with Graphics

The application provides a graphics library that contains images specifically selected for schools. The library includes over 1,200 graphics. They are organized by category and in some cases subcategories, such as Animals, Books, Borders, and so on, for easy retrieval. In addition, graphics are available in black and white, greyscale, or full color depending on the printer you are using.

You can also import graphics from outside of the application, including pictures, mascots, school logos, clip art, and so on.

Topics in this chapter include:

- Graphic Types
- Selecting Graphics from the Library
- Importing Graphics from Outside of the Application

Graphic Types

If you are using a VisiMate™ Specialty Printing System, the GalaRio™ application filters graphics into three categories for easy access. The following three graphics types are available:

- **Print only**: Displays the graphics that are set to print but not cut. You still cut out a print only object by placing a frame around print graphics and assigning the cutting feature to the frame.

Note: If you are using a PosterPrinter™ system, all graphics are **Print only**.

- **Cut only**: Displays the graphics are set up to be cut but not print.
- **Print and Cut**: Displays the graphics that can be both print and cut.

By separating graphics into these three categories, you are able to access only the specific types of graphics you want to use.

Selecting Graphics from the Library

Use the following procedure to insert a graphic into your output from the library.

To insert a graphic from the library

1. Select **Insert Graphic** from the Draw menu or click on the Draw toolbar. The Insert Graphic dialog box appears.

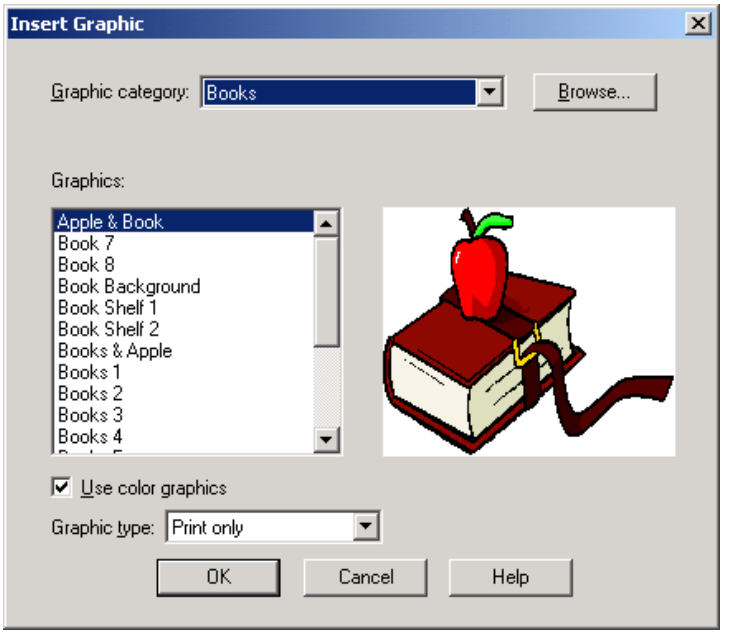


Figure 9-1. Insert Graphic Dialog Box

2. Select a category from the **Graphic category** option. All graphics in the selected category appear in the graphic selection option.
3. If available, select a subcategory from the **Subcategory** option.
4. If your printer is a color printer, you can display color graphics by selecting **Show color graphics**. This is the default setting. If you clear this option, only monochrome graphics are displayed.
5. If you are using a VisiMate™ System, you can select to display print, cut, or print and cut graphics. For more information on cut and print and cut graphics, see **Cutting Out Graphics and Shapes** on page 12-5.
6. Use the scroll bar to browse through the graphics.
7. Click the graphic you want to use. A preview of the graphic appears on the right side of the graphic list.
8. Click **OK** to add the graphic to your output, or click **Cancel** to exit without adding a graphic.

Importing Graphics from Outside of the Application

The application allows you to import graphics from outside of the application. You can use graphics from paint programs, graphic programs, web sources, and so on. You can import pictures in any of the following file formats:

Format	Extension
Windows MetaFile	*.WMF
TIFF	*.TIF
Bitmap	*.BMP, *.DIB
JPEG	*.JPG
Portable Network Graphics	*.PNG
PCX	*.PCX
Macintosh PICT	*.PCT
SunRaster	*.RAS
Encapsulated PostScript	*.EPS

If you are unable to successfully import a graphic into the GalaRio™ application, it might be due to the lack of system memory on your PC and/or the file size of the graphic you are attempting to import. In a few cases, we have seen the following results when importing a graphic into the GalaRio™ program from an outside application.

- When importing a graphic from outside of GalaRio™, the image might not appear on the screen.
- When selecting Print Preview, the image appearing on the screen did not appear in the Print Preview window.
- When rescaling an image in GalaRio™, the image disappears from the screen or does not appear in the Print Preview window.

The following tips are general guidelines to help you resolve graphic import problems you may experience. You will need to open your graphics program (i.e., Photoshop, CorelDraw, Paint, etc.), and then use its online help file to access step-by-step procedures for completing the following tasks.

- Lower the resolution of the graphic file. The lower resolution of the graphic can help reduce the size of the file.
- Resample or resize the dimensions of the graphic. Changing the physical size of the graphic reduces the size of the file.
- Convert the graphic to grayscale colors. Most graphics programs allow you to convert a color graphic to grayscale. This can drastically reduce the size of the file.
- Change the graphic format from one file type to another (i.e., .JPG to .BMP). Changing the graphic format can change the way that GalaRio™ views the file, and therefore might reduce the risk of losing the imported graphic in GalaRio™.

If you continue to experience problems with importing graphics, please contact technical support and report the problem you are encountering, as well as the steps you have taken in attempting to fix the problem.

To import a graphic

1. Select **Insert Graphic** from the Draw menu or click on the Draw toolbar. The Insert Graphic dialog box (Figure 9-1 on page 9-3) appears.
2. Click the **Browse** button. The Get Graphic dialog box appears.

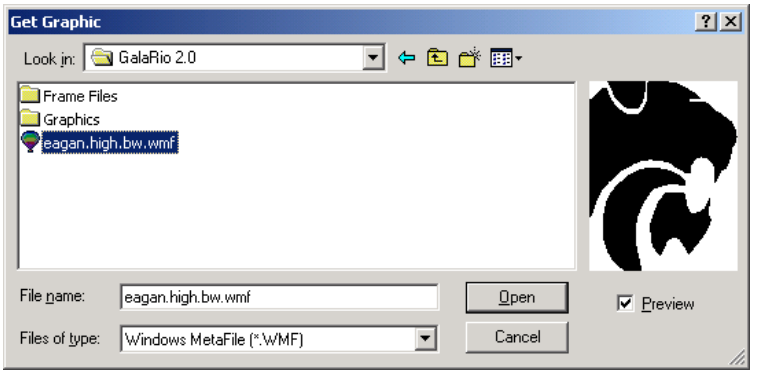


Figure 9-2. Get Graphic Dialog Box

3. Navigate to the file folder where your graphic is stored.
4. Select the file format of the graphic you want to import in the **Files of type** option.
5. Select the graphic you want to import from the directory in the **File name** option.
6. Click **Preview** to view a thumbnail of the selected graphic.
7. Click **Open** to insert the graphic into the output, or click **Cancel** exit without importing a graphic.

CHAPTER 10

Working with Shapes

The application provides you with an assortment of drawing tools that makes it easy to use drawing tools to create lines, fill patterns, and free-hand shapes. In addition, you can create HotShapes, such as stars, arrows, crosses, diamonds, and so on.

Topics in this chapter include:

- Using Draw Tools and HotShapes
- Changing Object Line Widths
- Applying Object Fill Patterns

Using Draw Tools and HotShapes

You can use the drawing tools and HotShapes to create straight lines, diagonal lines, rectangles, squares, circles, and numerous other shapes. Use the following procedures to create lines and shapes in your output.

To draw lines

1. Select **Line** from the Draw menu or click on the Draw toolbar. The cursor changes to a cross-hair cursor (+).
2. Click where you want the line to start and drag the cursor in the opposite direction. A dotted line appears while you draw.
3. Release the mouse button when the line is the desired length and direction. Sizing handles display at the line's endpoints.

To draw shapes

1. Select **HotShapes** from the Draw menu or click on the Draw toolbar. The HotShapes toolbar appears, as shown in Figure 10-1.

Figure 10-1. HotShapes Toolbar

Note: The (circle) and (rectangle) are included as buttons on the Object toolbar for quick access.

2. Click the desired shape on the HotShapes toolbar. The cursor changes to a cross-hair cursor (+).
3. Click where you want the HotShape object to start and drag the cursor in the opposite direction. A dotted line outlines the shape while you are drawing it.

4. Release the mouse button when the shape is the desired size. Sizing and rotation handles appear around the perimeter of an invisible rectangle into which the shape fits.

   The following example demonstrates a HotShape with the sizing and rotation handles displayed.

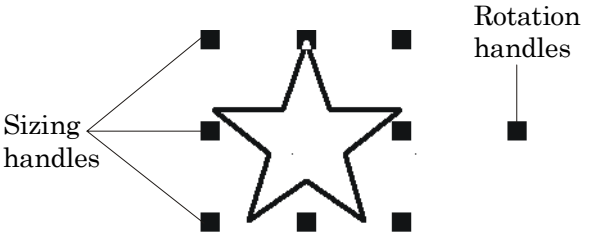


Figure 10-2. HotShape with Sizing and Rotation Handles Displayed

To create a free-hand drawing

1. Select **Lines** from the Draw menu or click on the Draw toolbar.
2. Select on the Lines toolbar.
3. Select the starting point of your object and click and hold the left mouse button.
4. Drag the mouse button to create a free-hand object.
5. Double-click the mouse button to complete the drawing.

   The following example illustrates a drawing created using the free-hand tool.

Figure 10-3. Free-hand Drawing

To create multi-line drawing

1. Select **Lines** from the Draw menu or click on the Draw toolbar.
2. Select on the Lines toolbar.
3. Select the starting point of your object and click the left mouse button once.
4. Move the cursor to the next point and click the left mouse button once. A connective line from the starting point to the next point of your object appears.
5. Again move the cursor to the next point on your screen and click once.
6. Continue this process until you have the desired shape, and then click twice to end the process.

   You can create any number of shapes with the multi-line tool. The following example demonstrates a shape created using this tool.

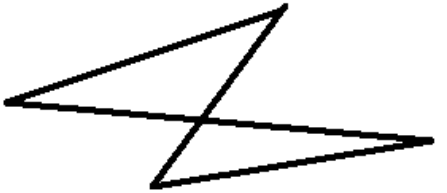


Figure 10-4. Multi-line Object

To create an arc

1. Select **Lines** from the Draw menu or click on the Draw toolbar.
2. Select on the Lines toolbar.
3. Select the starting point of your object and click and hold the left mouse button.
4. Drag the mouse until the arc is the desired size.
5. Release the mouse button.
   The following example demonstrates an arc object.

Figure 10-5. Arc Object

To create a closed shape

Note: You can close shapes on multi-line, freehand, and arc drawings.

1. Select or create a multi-line drawing.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Select **Close shape** from the **General** tab. The multi-line object automatically closes. Figure 10-6 illustrates an open and closed multi-line shape.

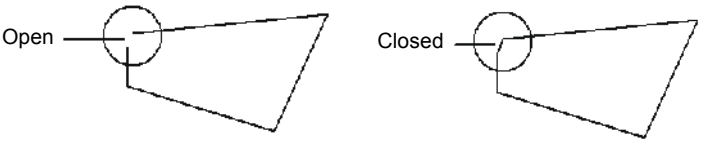


Figure 10-6. Multi-line Drawing: Close Shape

Changing Object Line Widths

You can change the line width of an line or shape. Use the following procedure to modify the line width of an object within your output.

To change line width

1. Select the object you want to change.
2. Do one of the following:
   - Click on the Draw Attributes toolbar and select an appropriate line width. The line width of the selected object changes.
   - Select **Properties** from the Object menu or click on the Object toolbar. In the General tab, select the line width in points.
3. Click **OK** to accept the changes. The line width of the selected object changes.

Applying Object Fill Patterns

You can fill a shape with a fill pattern. Use the following procedure to change object fill patterns within your output.

To apply an object fill pattern

1. Select the object you want to change.
2. Do one of the following:
   - Click on the Draw Attributes toolbar and select an appropriate line width. The fill pattern of the selected object changes.
   - Select **Properties** from the Object menu or click on the Object toolbar. In the General tab, select the appropriate fill pattern.

   The following example demonstrates an object with cross fill pattern.

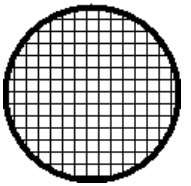


Figure 10-7. Circle Object with Cross Fill Pattern

3. Click **OK** to accept the changes. The fill pattern of the selected object changes.

CHAPTER 11

Working with Variable Data

Variable data refers to data in your outputs that is changing or is not constant. The following types of variable data are available:

- Sequences (serial numbers)
- Date/time stamps
- Prompts for data at print time
- Query a database or spreadsheet
- Text lists

Topics in this chapter include:

- ❑ Creating Sequences
- ❑ Creating and Using Text Lists
- ❑ Linking to Databases and Spreadsheets
- ❑ Prompting for Data at Print Time
- ❑ Creating Date/Time Stamps

Creating Sequences

You can create outputs that contain a sequence of numbers or letters that print as multiple outputs at print time. Use the following procedure to create a sequence.

To create a sequence

1. Select or create a text or bar code object.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Data Source** tab.
4. Select **Sequence**.
5. Click the **Sequence** tab.

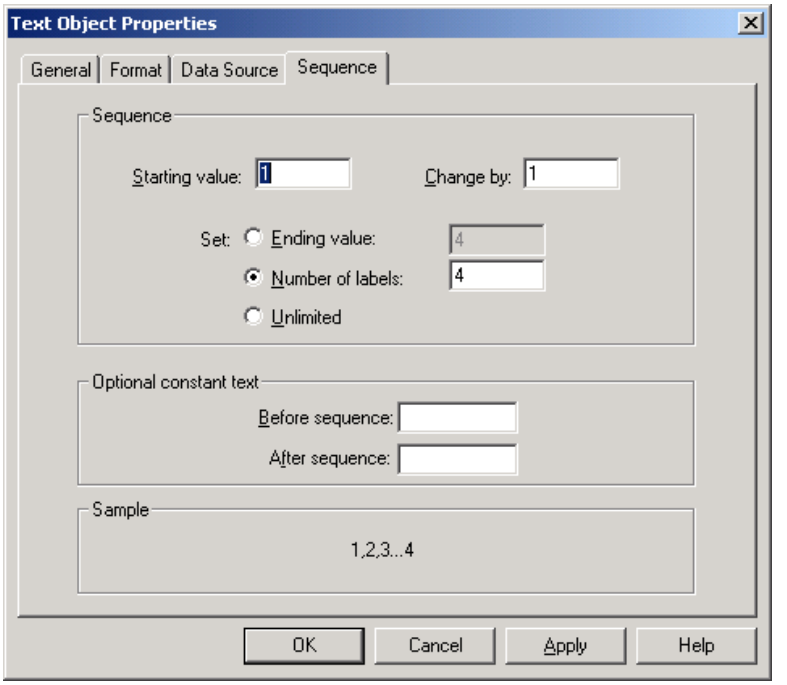


Figure 11-1. Object Properties Dialog Box: Sequence Tab

6. Enter the sequence starting point in the **Starting** value field. You can enter numbers or single alphabetic character.
7. Enter an amount to increase or decrease the sequence in the **Change by** field.
8. To determine the number of outputs in the sequence, do one of the following:
   - Click **Ending** value and enter the ending point (numbers or a alphabetic character). The total number of outputs is calculated and displayed in the Number of outputs field.
   - Click **Number of documents** and enter the total number of outputs in the sequence. The ending value is calculated and displayed in the Ending value field.
   - Click **Unlimited**. The application uses another output object, such as a database query object, to determine the number of outputs.
9. To enter constant text to precede or follow **the** sequence, type the prefix or suffix in the **Before** sequence and **After** sequence fields.
10. Click **OK** to accept the sequence. The first sequence number appears in the text or bar code object you created.

Hint! To see data for other records, go to the **Print Preview** feature and use the **Next Page** and **Prev Page** options. For additional information on using the Print Preview feature, see **Previewing Outputs** on page 13-5.

Creating and Using Text Lists

Text lists are created and assigned to a text object. The text items you enter create a mini-database that prints a new output for each item in the list.

For more information on using text lists in template prompts, see **Entering data in template prompts** on page 5-8.

Use the following procedures to create and use text lists.

To create a new text list

1. Select or create a text object.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Data Source** tab.
4. Select **Text list**.
5. Click the **Text Lists** tab.

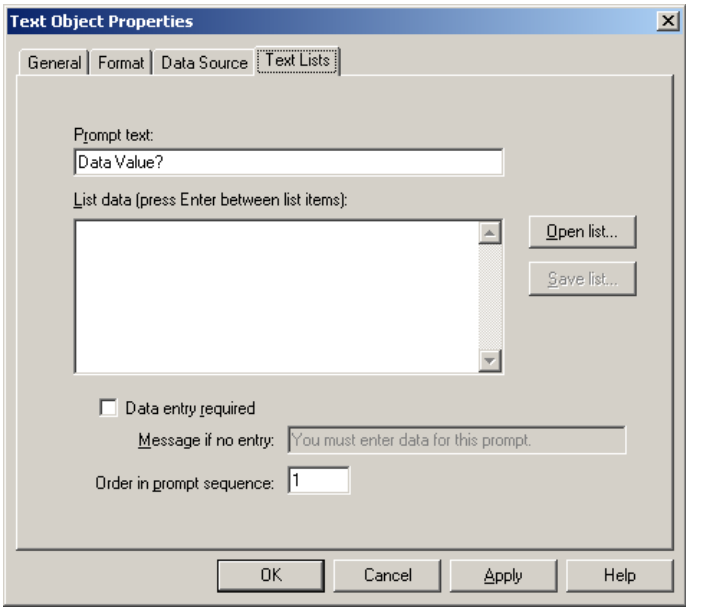


Figure 11-2. Object Properties Dialog Box: Text Lists Tab

6. In the **List data** option, type the items for the text list, or click Open list to use an existing text list. For more information on using existing text lists, see **To use an existing text list** on page 11-6.

Hint! Be sure that you press Enter between each text list item.

---

7. Click **OK**. The first item in the text list appears in the text object.

Hint! To see data for other records, go to the **Print Preview** feature and use the **Next Page** and **Prev Page** options. For additional information on using the Print Preview feature, see **Previewing Outputs** on page 13-5.

To save a text list

1. Follow step 1-6 in **To create a new text list** on page 11-4, or click the **Use text list** option in the Enter Data dialog box for a text prompt (Figure 5-2 on page 5-8) during the prompt sequence.
2. Click **Save List**. The Save Text List dialog box appears.

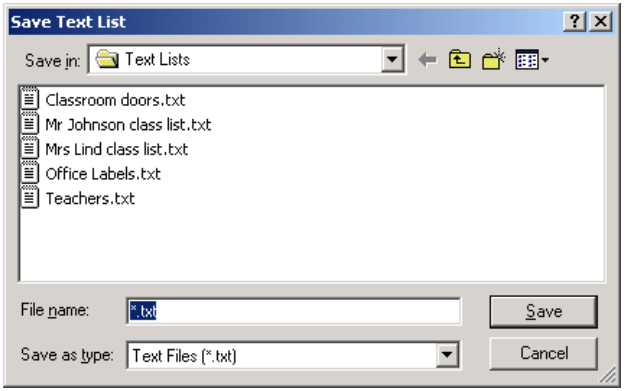


Figure 11-3. Save Text List Dialog Box

3. Type a name for the text list.
4. Click **Save**.
5. Click **OK** to accept the settings, or click **Next** to continue the prompt sequence.

To use an existing text list

1. Follow step 1-6 in **To create a new text list** on page 11-4, or click the **Use text list** option in the Enter Data dialog box for a text prompt (Figure 5-2 on page 5-8) during the prompt sequence.
2. Click **Open list**. The Get Text List dialog box appears.

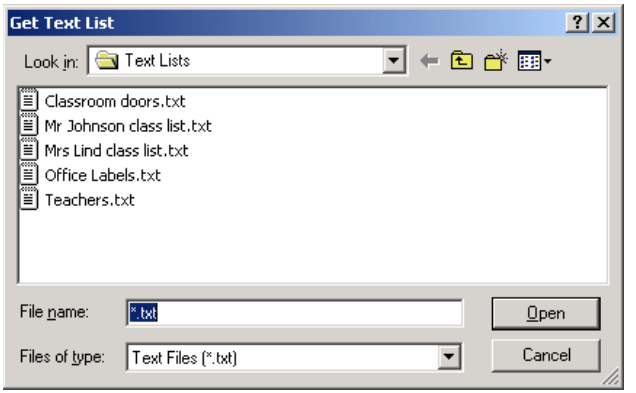


Figure 11-4. Get Text List Dialog Box

3. Select the text list you want to open.
4. Click **Open**. The text list data appears in the text field.
5. Click **OK** on the **Text Lists** tab, or click **Next** to continue the prompt sequence.

To delete a text list

1. Open **Windows Explorer**.
2. Navigate to VSI | GalaRio 2 | Text Lists.
3. Select the text list(s) you want to delete.
4. Press the DELETE key.
5. Do one of the following:
   - Click **Yes** to delete the files.
   - Click **No** to retain the files.

Linking to Databases and Spreadsheets

You can to use information from a database or spreadsheet to fill in text objects in outputs. You do this by establishing a link between the object and a field in the database or spreadsheet.

The following table lists the database and spreadsheet formats that are available:

Format	Extension
Access	*.MDB
dBase III, IV, 5.x,	*.DBF
Excel 4.0, 97 & 5.0,	*.XLS
Fox Pro 2.0, 2.5, 2.6, 3.0, DBC	*.DBF
Lotus WK1, WK3, WK4	*.WKS
Paradox 3.x, 4.x, 5.x	*.DB
Text	*.TXT, *.CSP, *.CSV

At print time, the application prompts you to specify the range of records to print allowing you to print all or part of the database or spreadsheet.

Use the following procedure to query a database or spreadsheet at print time.

To query a database or spreadsheet at print time

1. Create a new text or bar code object.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Data Source** tab.
4. Click **Query database at print time**.

5. Click the **Database** tab.

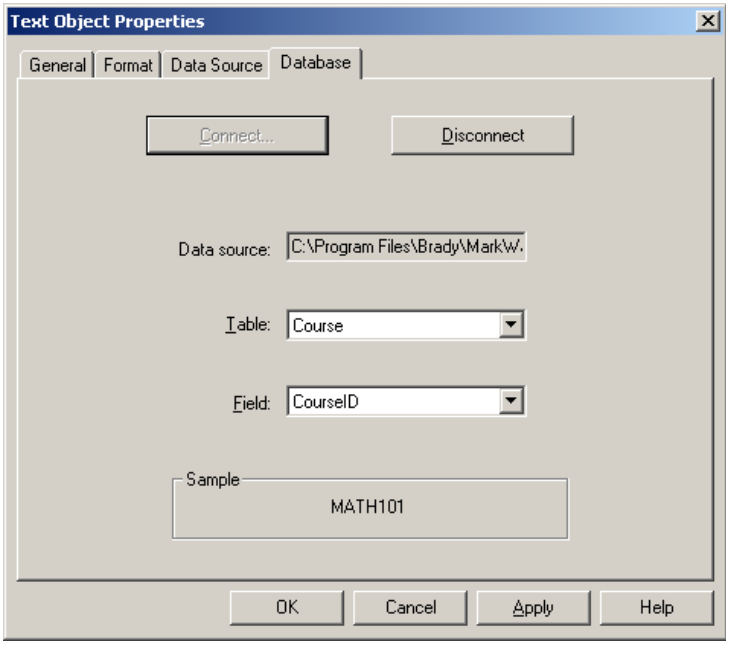


Figure 11-5. Object Properties Dialog Box: Database Tab

6. Click **Connect** to select the database or spreadsheet from which to pull data. The Get Database dialog box appears.

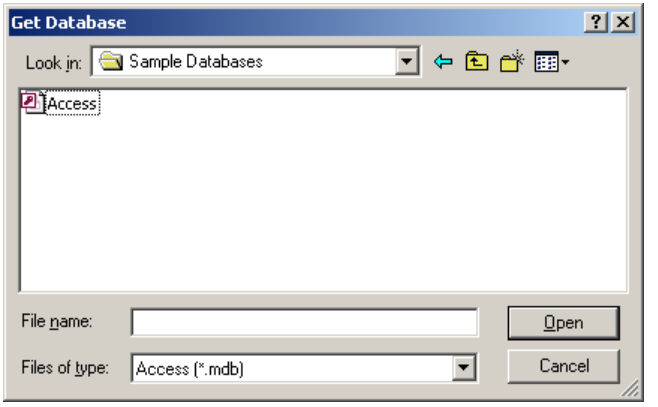


Figure 11-6. Get Database Dialog Box

7. Navigate to the spreadsheet or database you want to use.

8. Click **Open**. The database filename appears in the Data source field.
9. Select the desired table and field from the **Table** and **Field** options. This is where the application obtains the data at print time.
10. Click **OK**.
    Field data for the first record appears in the variable data object.

Note: To select a different database, you must break the connection with the current database. Click **Disconnect** in the Database tab and follow this process to connect to a new database.

Hint! To see data for other records, go to the **Print Preview** feature and use the **Next Page** and **Prev Page** options. For additional information on using the Print Preview feature, see **Previewing Outputs** on page 13-5.

Prompting for Data at Print Time

Instead of creating a basic text or graphic object, you can define an object that prompts the you to enter data at print time. When you send the output to the printer, you have the option of inputting multiple entries which creates a series of outputs. Use the following procedure to create an output that prompts for data at print time.

To prompt for data at print time

1. Select or create a text or graphic object.
2. Select **Properties** from the Object menu or click on the Object toolbar
3. Click the **Data Source** tab.
4. Click **Prompt user at print time**.

5. Click the **Prompt** tab. The type of object you are working with determines the prompts that appear.

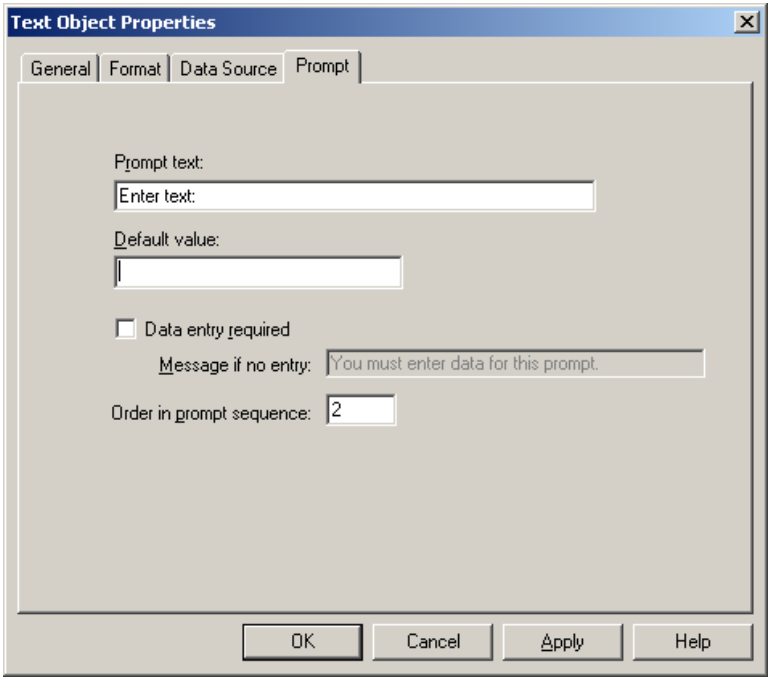


Figure 11-7. Object Properties Dialog Box: Prompt Tab

6. In the **Prompt text** option, type the instructions you want to display for the person printing this output. For example, enter "Room number."

7. If you want a default value displayed, type the default response you want the person printing this output to see. For example, enter "240."

Note: Data entry in the **Data entry required**, **Message if no entry**, and **Order in prompt sequence** options is not necessary. These settings have no effect on the prompt sequence.

---

8. Click **OK** to accept the settings.

Creating Date/Time Stamps

You can include date and/or time stamp on your output using your system's information. Date/time stamps can be applied to both text and bar code objects. The application allows you to stamp the output with the output creation date and time or with the date and time at print time. Use the following procedure to apply a date and/or time stamp to a text or bar code object.

To create a date/time stamp

1. Select the text or bar code object to which you want to apply a date/time stamp.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **Data Source** tab.
4. Select **Date/Time**.
5. Click the **Date/Time** tab.

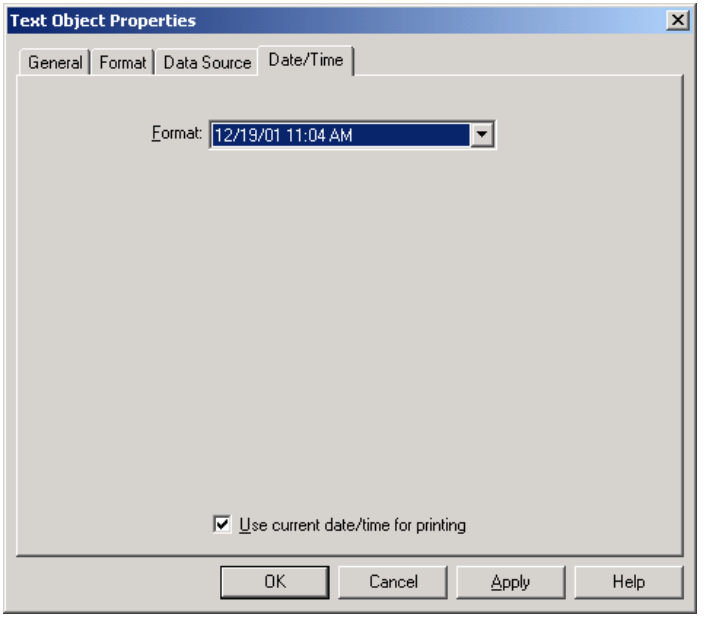


Figure 11-8. Object Properties Dialog Box: Date/Time Tab

6. Select the format for the date and/or time stamp.
7. Do one of the following:
   - Select the **Use current date/time for printing** option to print the system's date and time at print time.
   - Clear the **Use current date/time for printing** option to print the creation date and time.
8. Click **OK** to accept the setting. The date/time appears in the text or bar code object you created.

CHAPTER 12

Cutting Out Objects or Documents

The VisiMate™ Specialty Printing System includes a plotter cutter in addition to the regular shearing mechanism used to cut the media after it is printed.

This feature makes it easy for you to create an output that is smaller than the installed media size. For instance, if you wanted to create a nametag and the output size was smaller than the installed media, you could apply a frame to the nametag and enable cutting. This will make it easy for you to remove the nametag from the supply.

In addition, you can create objects that can be separated from the output. This makes it easy to create buttons, pennants, stickers, and other cut out shapes. You can cut out the following types of objects: text boxes, graphics, and shapes.

Topics in this chapter include:

- Cutting Out Specialty Output
- Cutting Out Text
- Cutting Out Graphics and Shapes

Cutting Out Specialty Output

You can create an output that is smaller than the installed media size and easily remove the output from the liner. The application automatically cuts around the output when the output size is smaller than the media size.

Cutting Out Text

You can cut out text boxes, vertical text, and Text on a Circle. In the case of text boxes and vertical text, you can cut out around individual characters and lines, as well as cutting around the bounding box of the object. For text on a circle, you can only cut around the circle. The following sections explain how to specify text as cut out.

Note: You can print text in the Text on a Circle object and cut the outline, but you cannot cut and print the outline of the circle.

To cut out text

1. Select the text object you want to cut out.
2. Do one of the following:
   - Click on the Draw Attributes toolbar. A yellow cut outline appears around the individual text characters and lines, as shown in Figure 12-2 above.
   - Select **Properties** from the Object menu or click on the Object toolbar. Select **Cut out object**.
3. Click **OK** to accept the changes.

Note: For examples of the different types of cut text, see the next section.

Cutting around individual characters

You can cut around individual text characters makes it easier to remove the cut text from the supply liner. This process is referred to as weeding. In addition to cutting around the text characters, the application can around text lines or the entire text object.

To assign weeding and offset options to cut out text

1. Select the text object you want to cut out.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **General** tab.
4. Select the **Cut out object** option.
5. If you are creating a text object and want to cut out individual text characters, select one of the following **Weeding** options: **None**, **By line**, or **Object**. The following examples explain the weeding options:

Example 1: This example shows the weeding option set to **None**. The application places the cut outline around each individual letter.

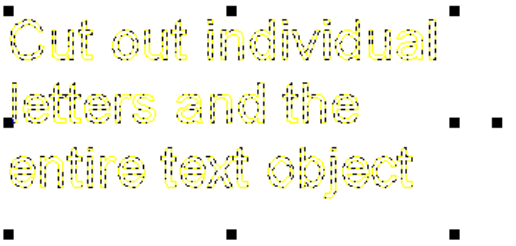


Figure 12-1. Cut Out Text: Weeding Set to None

Example 2: This example shows the weeding option set to **By line**. The application places the cut outline around each individual letter and around each line of text.

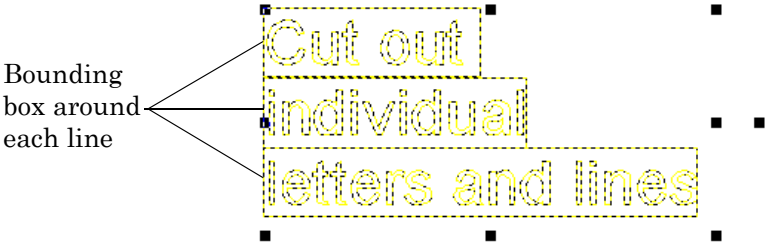


Figure 12-2. Cut Out Text: Weeding Set to By Line

Example 3: This example shows the weeding option set to **Object**. The application places the cut outline around each individual letter and around the entire text object.

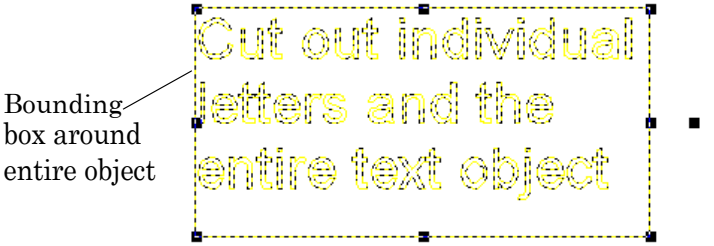


Figure 12-3. Cut Out Text: Weeding Set to Object

6. Click **OK**. The object is designated as a cut out object.

Cutting Out Graphics and Shapes

You can select pre-cut graphics from the library, or you can apply a cut HotShape around imported graphics and draw objects. The following sections explain how to cut out graphics from both the library and imported sources, as well as cut out shapes in your output.

Hint! To avoid wasting ribbon supply, set the Printer color setting to **Monochrome** or **Spot Color**. For more information on setting the Printer color setting, see Chapter 13: Printing.

Selecting pre-cut graphics from the library

The library contains the following three types of graphics.

- **Print only**: Displays the graphics that are set to print but not cut. You can still cut out a print only object by placing a shape or frame around the graphics and assigning the cutting option.
- **Cut only**: Displays the graphics are set up to be cut but not print.
- **Print and Cut**: Displays the graphics that can be both print and cut around the outside contour of the graphic.

For more information on selecting cut graphics from the library, see **Selecting Graphics from the Library** on page 9-2.

Cutting out imported graphics

You can import objects from outside of the application and then cut around the bounding box of the graphic. When you designate an imported graphic as cut out, a cut outline is placed around the graphic. The cut outline is shown as a dotted line, shown in Figure 12-4.

You could also add a cut HotShape or cut frame around an imported graphic to give the cut out a different appearance.

To cut out imported graphics

1. Insert an imported graphic into your output, such as your school mascot. For more information on importing graphics, see **Importing Graphics from Outside of the Application** on page 9-4.
2. Select the imported graphic.
3. Click on the Draw Attributes toolbar. A cut outline appears around the graphic, shown below.

Figure 12-4. Imported Graphic Displaying Cut Outline

Note: In addition to using the procedure above, you can also cut out objects using the Object Properties dialog box.

Select **Properties** from the Object menu or click on the Object toolbar, then select the **Cut out object** option from the General tab.

Cutting out lines and shapes

You can cut out all lines and shapes you create in your output. In addition, you use the Offset feature to extend the cut line while printing the shape, as shown below.

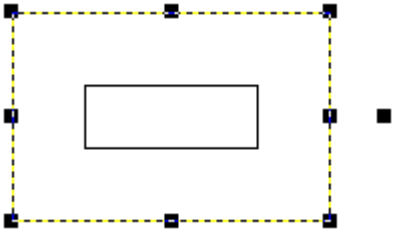


Figure 12-5. Rectangle with Cut Offset and Print Object

Use the following procedures to cut out shapes and lines.

To cut out shapes and lines using the toolbar

Select the object you want to cut out and click on the Draw Attributes toolbar. A cut outline appears around the shape.

To assign offset options to cut out shapes

1. Create or select the shape you want to cut out.
2. Select **Properties** from the Object menu or click on the Object toolbar.
3. Click the **General** tab.
4. Select the **Print object** option.
5. Select the **Cut out object** option.

Note: Shapes can be both print and cut.

6. If you want the cut outline to appear beyond the print outline, specify a distance from the print outline to the cut outline in the **Offset** option. This can be a positive (outside the print line) or negative (inside the print line) number.
7. Click **OK**. The object is designated as a cut out object.

CHAPTER 13

Printing

The GalaRio™ application offers several options for printing. It is important to understand each option before you begin printing, so that you can print your output in the most efficient manner using the least amount of ribbon and media supply when using the VisiMate™ System. If you are using a PosterPrinter™ machine, the printing options do not apply.

Topics in this chapter include:

- Using Metallic Ribbon with CMYK (Full Color) Ribbon
- Setting Printer Color in the VisiMate System
- Previewing Outputs
- Printing a Proof of Your Output
- Setting Up Output Size for PosterPrinter Systems
- Using Scan to Print
- Using Test Print
- Printing Outputs
- Using Supply Saver in the VisiMate System
- Tiling Print Jobs

Using Metallic Ribbon with CMYK (Full Color) Ribbon

The VisiMate™ System allows you to use specialty ribbon colors such as metallic gold or silver with CMYK (full color) ribbons in standard text boxes. In order to accomplish this, you need to set the colors you are going to be using in the VisiMate™ print driver.

When you print the output, the printer will prompt for the ribbon you should install. For example, if you wanted to print Gold Luster with CMYK ribbon, you would select Full Color in the application Printer color setting. For more information on setting the Printer color setting, see the next section.

To set the VisiMate print driver

1. Click Start on the Windows taskbar and then select **Settings | Printers**.
2. Right-click on **VisiMate**.

Note: If you changed the name of your VisiMate™ printer, be sure to select that printer name.

The VisiMate Properties dialog box appears.

3. On the General tab, click the **Printing Preferences** button.
4. Select **Full Color** from the **Color Setting** option.

Note: Changing the printer color setting in this location is the same as setting the color on the status bar in the GalaRio™ application. For more information on setting the status bar, see the next section, **Setting Printer Color in the VisiMate System** on page 13-4.

---

5. Click the **Device Settings** tab.
6. Click the **Properties** button located to the right of Color Options. The Color Options dialog box appears.

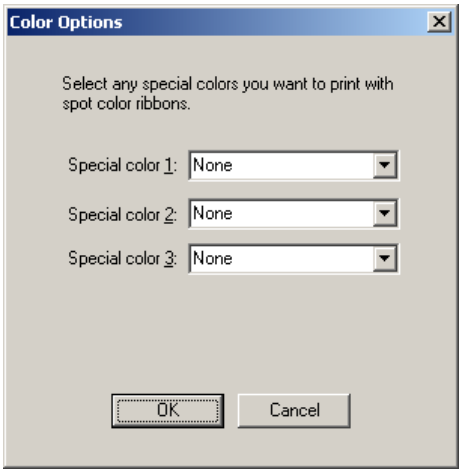


Figure 13-1. Color Options Dialog Box

7. In the Special Color 1, 2, and 3 options, select the colors you would like to use with CMYK (full color) ribbon (i.e., Gold Luster or Silver Luster ribbon).

Setting Printer Color in the VisiMate System

If you are using the VisiMate™ Specialty Printing System, select one of the following color settings from the **Printer color setting** option in the GalaRio™ application, as shown below, on the Object toolbar:

- **Monochrome**: The application prints all objects in a single color. Change the color of one object changes the color of all the objects in the output. In the case of multi-colored objects, the output prints in shades of the installed ribbon color.
- **Spot Color**: The application prints the objects on the output by the monochrome ribbon colors you selected. For example, if you want to print a door sign in red and metallic gold, you can insert a monochrome red ribbon to print the red lettering you specified on the output. When the system has completed printing that color, it will prompt you to insert the metallic gold ribbon to finish the area you specified in metallic gold.
- **Full Color**: The application prints objects in their original colors using the CMYK (full color) ribbon. For example, if you wanted to create a specialty output using metallic ribbons along with full color ribbons, you would select the **Full Color** option.

For more information, see the *VisiMate™ Specialty Printing System User's Guide*.

Previewing Outputs

You can display your output as it will actually print, including any supply saver printing or tiling situations, using the Print Preview option. For more information on supply saver and tile printing, see **Using Supply Saver in the VisiMate System** on page 13-15 and **Tiling Print Jobs** on page 13-16.

When using a VisiMate™ Specialty Printing System, the Print Preview function always shows the background color and media size of the currently-installed supply. This visually helps remind you how your output will actually print on the current supply. If no supply is installed, or if your printer is not communicating properly, the system uses the printer driver's default settings.

If you are using a PosterPrinter™ System, the background color is always displayed in white.

To preview outputs

1. With an output open, select **Print Preview** from the File menu. An image of the current output appears in the Preview window.
2. Do any of the following:

Button	Description
Print	Prints the output.
Prev Page	Allows you to view the previous output in a multiple output print job.
Next Page	Allows you to view the next output in a multiple output print job.
Zoom In	Select repeatedly to increases the magnification of the displayed output.
Zoom Out	Select repeatedly to decreases the magnification of the displayed output.
Close	Closes the Preview window and return to the normal application window.

Printing a Proof of Your Output

For outputs that you plan to print on a PosterPrinter™ or VisiMate™ System, you can print a scaled down version of the output as a proof on a laser or inkjet printer using the **Proof Print** feature. Use the following procedure to print a proof of your output. This feature is useful if you would like to test print your output before you print to your specialty printer.

To print a proof of the current output

1. Create or open the output for which you want to create a proof print.
2. Select **Proof Print** from the File menu. The Proof Print dialog box appears displaying a list of printers on which you can print a scaled representation of the current output. All the printers installed on your system appear in this list.

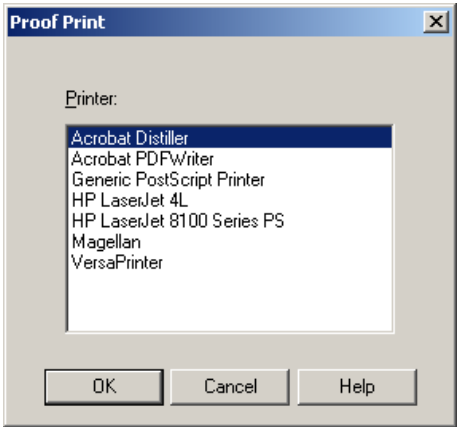


Figure 13-2. Proof Print Dialog Box

3. Select a printer.
4. Click **OK**. The output prints to the selected printer. The scaling factor used and the output name are also printed.

Setting Up Output Size for PosterPrinter Systems

Size is an important consideration when designing any poster or banner. Fortunately, the GalaRio™ Template Gallery application makes it easy to create just the size you need. When you're working in the application screen you are, of course, working on a much smaller scale than the printed banner or template. Here's how the scaling works:

- **Posters**—When you design a poster, you don't need to decide what size you want it to be until you print. That's because, when you choose a size in the print driver, as described in the procedure on the next page, and then print, the poster's content automatically scales to that size. The poster templates don't have size options, since you can print them at any size you want just by selecting the size in the driver.
- **Banners**—When you design a banner, its content will also be scaled to fit the banner size you choose. However, you need to choose a banner size before creating the banner. You'll notice that when you choose a banner template in the Create New Document dialog box, the banner size is listed next to the template name. If you create a blank banner, you are given a list of sizes from which to choose. In either case, you then need to set the size in the print driver before you print as described on the next page.

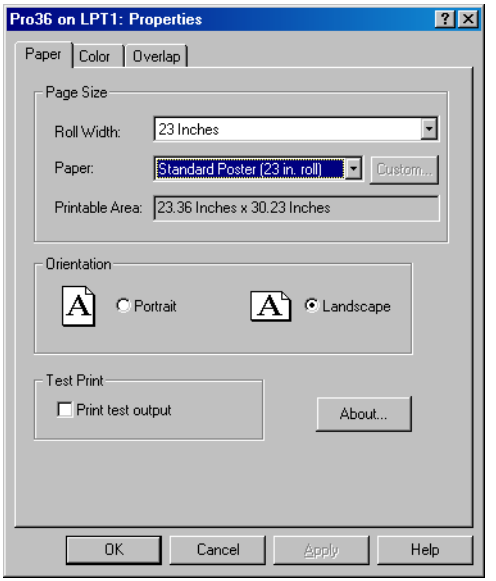
Note: If you want to print to a laser or inkjet printer to produce an 8-½" x 11" document, you need to select that printer when you choose a document type. (For information on the Scan to Print feature, see **Using Scan to Print** on page 13-9.) You do not need to choose a size when using these printers—8-½" x 11" is always used.

Use the procedure on the next page to set the size of your poster or banner in the print driver before you print through the GalaRio™ Template Gallery application. By default, the document size is set to a standard 23" x 31" poster.

To change the size of your poster or banner

1. Select **Print Setup** from the File menu, then click the **Properties** button in the Print Setup dialog box.
2. On the property sheet, select the roll width of the paper installed in the printer. Then choose the length of the poster or banner you are going to print.

   The property sheet will look slightly different than the one shown below, depending on which printer you are using. If you are printing a banner, be sure to choose the same size as the template you used to create the banner.



3. Click **OK** to close the dialog boxes, then print your poster or banner.

Using Scan to Print

There may be times when you want to print an 8.5" x 11" copy of a poster or banner and then use the Scan to Print feature on your PosterPrinter™ System to enlarge it and print a full-size copy. You may want to do this if your computer isn't directly connected to the PosterPrinter™ System or if you are working at home, for example.

To create a Scan to Print output

1. In the Document Type dialog box, choose your laser or inkjet printer rather than your PosterPrinter™ System.
2. In the Create New Document dialog box, choose a template as you normally would. Although the templates don't look any different on the screen, when you choose a laser or inkjet printer the templates are scaled to fit on letter-size paper.
3. Print the document using the Print command on the File menu, and you'll have a copy suitable for scanning.

Note: These versions of the templates are designed expressly for a letter-size page. To use the version of a template intended for poster/banner printing, choose your PosterPrinter™ System in the Document Type dialog box and then select the template.

Using Test Print

For Pro36 Color PosterPrinter™, when using color on outputs, you may want to check the colors before printing full-size posters or banners. You can print small (thumbnail size) versions of your documents by choosing Print Setup from the File menu, choosing the Pro36 Color PosterPrinter™, and clicking the **Properties** button. On the **Paper** tab, check the Print test output option and click **OK**. Then print the document using the Print command on the File menu.

Printing Outputs

You can print outputs using one of the following methods:

- Use the **Print** command to print single outputs.
- Use the **QuickPrint List** command to print multiple outputs without saving the outputs first.
- Use the **Batch Print** command to print multiple saved outputs.

Print

The Print command prints the open output to the printer you selected when you started the application. Use the following procedure to print your outputs.

Note: You can also print outputs from the Document Type dialog box (Figure 4-1 on page 4-3). Select **Print saved documents**. The available folders appear.

To print an output

1. With the desired output displayed in the main window, select **Print** from the File menu or click on the Standard toolbar. The Print dialog box appears.

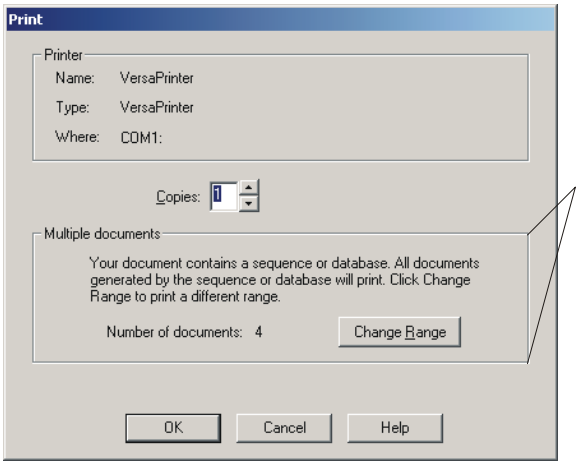

Print
Printer
Name: VersaPrinter
Type: VersaPrinter
Where: COM1:
Copies: 1
Multiple documents
Your document contains a sequence or database. All documents generated by the sequence or database will print. Click Change Range to print a different range.
Number of documents: 4
Change Range
OK
Cancel
Help
Appears only when a sequence or database object appears on your output

Figure 13-3. Print Dialog Box

2. Use the **Copies** field to specify the number of copies to print. Steps 3-7 apply only if you are printing multiple outputs using a sequence, database, or text list object.
3. If the output contains a sequence, database, or text list object, verify that the print range is correct in the **Number of documents** option.
4. If you want to change the number of outputs, click **Change Range**. The Print Range dialog box appears.

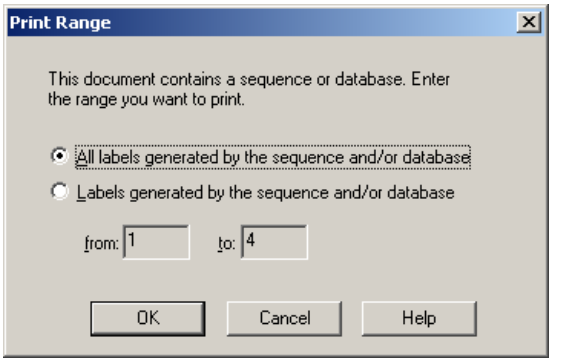

Print Range
This document contains a sequence or database. Enter the range you want to print.
All labels generated by the sequence and/or database
Labels generated by the sequence and/or database
from: 1
to: 4
OK
Cancel
Help

Figure 13-4. Print Range Dialog Box

5. Select **Labels generated by the sequence and/or database**.
6. Type a starting point in the **from** option and an ending point in the **to** option.
7. Click **OK** in the Print Range dialog box.
8. Click **OK** in the Print dialog box. The currently open output begins printing.

QuickPrint

The QuickPrint command allows you to add outputs to a temporary print list. This allows you to batch a number of files together for printing without saving the files first.

Note: When you close the application or clear the QuickPrint list, the outputs you created are no longer available. Be sure that you save any outputs that you want to reuse.

Use the following procedure to print items from QuickPrint.

To print an output from QuickPrint

1. Create or open your output.
2. Select **QuickPrint List** from the File menu.
3. Do one or more of the following:

Option	Description
Add to List	Adds the current output to the print list.
Print List	Prints one copy of every file in the print list.
Preview List	Displays the Print Preview window for the files in the print list.
Clear List	Clears the current print list, deleting all the temporary files. Clearing the print list allows you to start a different QuickPrint list.

Hint! The QuickPrint feature only allows you to print one copy of each output. If you want more than one copy, you need to select the QuickPrint option for each copy you want.

Note: QuickPrint is not recommended for PosterPrinter™ outputs.

Batch printing

You can print several saved outputs in a batch using the Batch Print feature. Unlike the QuickPrint feature, all the files in the batch job must be saved before printing.

Note: Batch printing posters and banners is not recommended. The cutting feature in the PosterPrinter™ Systems is more efficient if posters and banners are printed individually.

Your batch job is printed using the installed ribbon and media size regardless of the media you chose. Therefore, use the batch print feature for all the items you want to print on the same supply. If an output is larger than the media size in the printer, the system tiles the print job. For more information on tiled printing, see **Tiling Print Jobs** on page 13-16.

Hint! If you are using a VisiMate™ System, it is recommended that you use the Advanced Supply Saver feature when batch printing to maximize the use of your printing supplies. For more information on using supply saver, see **Using Supply Saver in the VisiMate System** on page 13-15.

Use the following procedures to add and remove saved outputs from the batch print list.

To add outputs to the batch print list

1. Open an output that you want to add to the batch print job.

Note: You can also access the Batch Print dialog box by selecting **Print saved documents** from the Document Type dialog box (Figure 4-1 on page 4-3).

2. Select **Batch Print** from the File menu. The Batch Print dialog box appears.

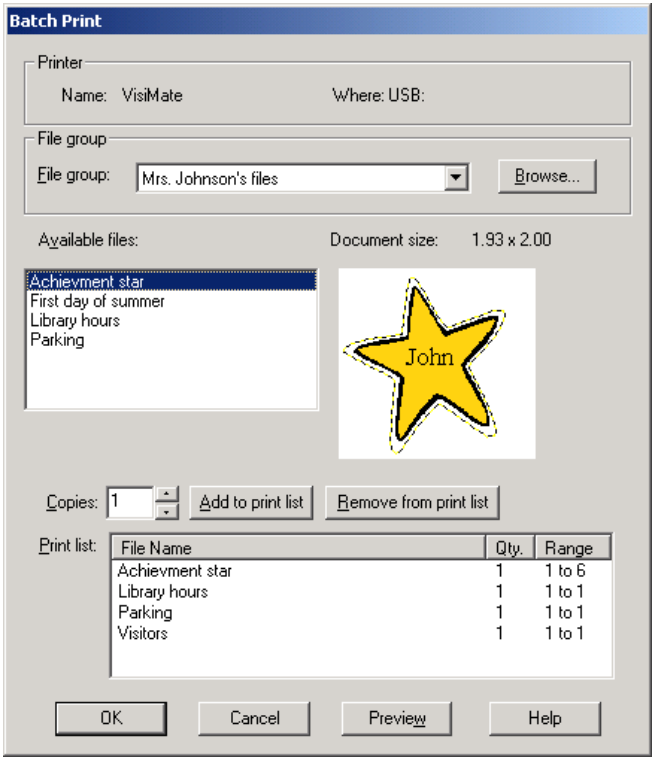


Figure 13-5. Batch Print Dialog Box

3. Select a file group.
4. Select a file you want to add to the list.
5. Select the number of copies you want to print in the **Copies** option.
6. Click **Add to print list**. The file name is displayed in the **Print list**.
7. Repeat steps 4-5 for every output you want to add to the list.
8. If you want to remove an output from the Print list, select the desired file and click **Remove from print list**.
9. If you want to preview the list, click **Preview**.

Using Supply Saver in the VisiMate System

Supply saver printing refers to the process of automatically combining smaller outputs on a page and arranging them for the best use of the target media supply. A page is defined by the cut length plus the length of the panel if using full color ribbon or the maximum print length if using a monochrome ribbon. Each supply saver page consists of a number of outputs printed together, either as a result of being combined by you in the batch print process, or because they are generated from a sequence, database, text list, or prompt at print time object.

The following is an example of how the supply saver option functions:

Standard The application prints outputs in the order they appear in the print queue. If the output size of the next output is larger than the remaining area, it prints to a new page.

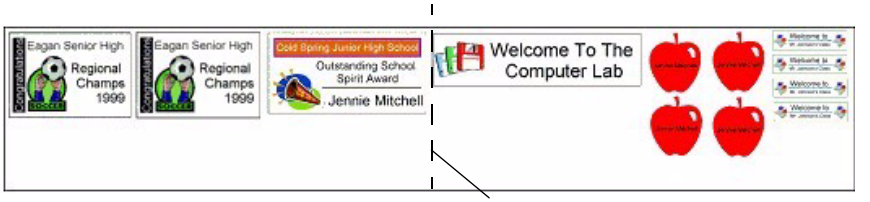


Figure 13-6. Standard Supply Saver

Use the following procedure to set up the supply saver feature.

To set up supply saver

1. Select **Preferences** from the Options menu.
2. Click the **Program** tab (Figure 4-7 on page 4-18).
3. Do one of the following:
   - If you want to disable supply saver, select **Off**.
   - If you want to set supply saver to print all outputs in the queue in order, select **Standard**.
4. Click **OK** to select these settings.

Note: These settings will affect all of the outputs you print.

Tiling Print Jobs

If you are using a VisiMate™ System, tiling occurs in a print job when the output size is greater than the media size. The output prints in a series of two or more sections that you assemble after printing. Any time an output does not fit within the printable area of the selected media size, a message appears that the output will be tiled.

The example in Figure 13-7 demonstrates how the application's main window would display a tiled print job. If the printer holds 4 inch media and the output size is 7.5 inches, the application would tile the job into two sections, as shown in Figure 13-8.

Note: The maximum height for a tiled print job is four panels.

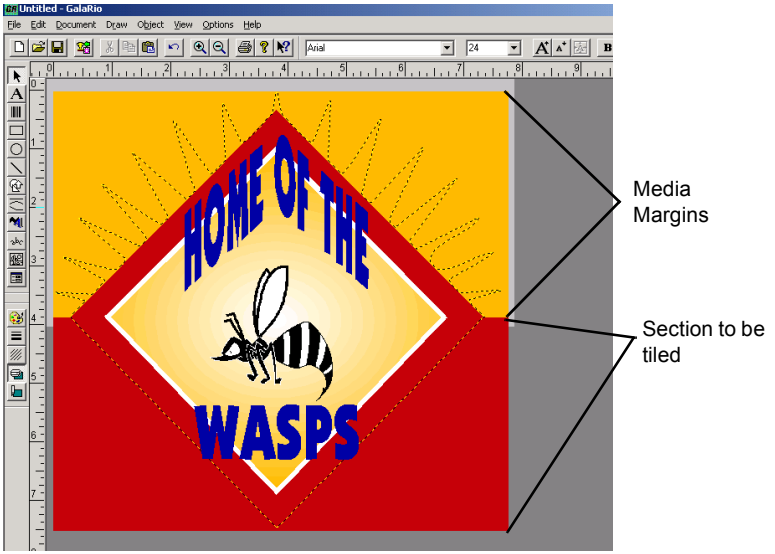


Figure 13-7. Tiled Printing Example: media Size vs. Document Size

The Figure on the next page shows the Print Preview of the resulting tiled output.

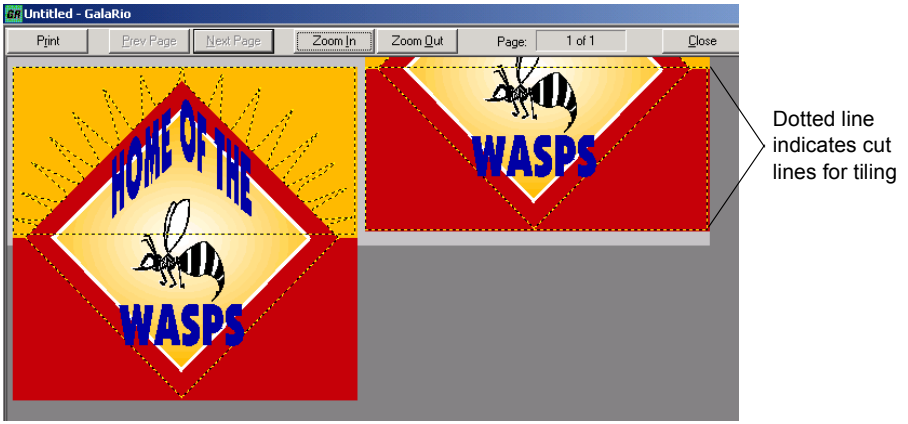


Figure 13-8. Tiled Printing Example: Print Preview

Note: Use transfer to media to easily match-up and apply the output.

Index

A

Application
- Features 1-3
- Launching 4-2

B

Bar codes
- Creating new 8-2
- Density 4-15, 8-2
- Human-readable text in 4-16, 8-4
  - Check character 4-16
  - Check character in 8-4
  - Start/stop 4-16, 8-4
- Orientation 4-16
- Printing human-readable text 4-16
- Ratio 4-16, 8-2
- Selecting text 8-5
- Sizing 4-15
- Sizing text 8-5
- Symbology 4-15
- Text positioning 8-4
  - Text above 8-4
  - Text below 8-4

Batch printing 13-13

C

Center lines
- Displaying 4-12

Color
- Modes 7-8, 13-4
- Outputs 5-15

Cut only graphics 9-2, 12-5

Cutting
- Document outline 4-19
- Imported graphics 12-6
- Lines 12-7
- Offset text 12-3
- Pre-cut Library graphics 12-5
- Shapes 12-7
- Text 12-2
- Weeding text 12-3

D

Database
- Formats 11-7
- Querying 11-7

Deleting
- Objects 7-17
- Outputs 5-22
- Text lists 11-6

Density 8-2

Directory of outputs 4-18

Displaying
- Center lines 4-12

Grid lines 4-12
Rulers 4-12
Document outline
Cutting 4-19
Printing 4-19
Drawing
Arcs 10-5
Free-hand 10-3
Lines 10-2
Multi-lines 10-4
Shapes 10-2
Drawing tools 10-2

F

Fill patterns 4-13, 10-7
Fixed templates 5-26
Framing
Objects 7-14
Outputs 5-17
Text 4-14
Full color 7-8, 13-4

G

Graphics
Cutting 12-5
Import formats 9-4
Importing 9-6
Insert new from the Library 9-2
Library 9-2
Size non-proportionally 4-17
Size proportionally 4-17
Types 9-2, 12-5
Grid
Display options 4-12
Displaying 4-12
Positioning objects on 7-5
Snap to 4-12
Spacing 4-12
Grouping objects 7-15

H

Help
Contents 3-4
Descriptions 3-3
Procedures 3-4
Related topics 3-3, 3-4
Search 3-5
Topics 3-3, 3-4
Human-readable text 8-4

I

Importing graphics 9-4
Installation
Requirements 2-2
Template design 2-7

L

Line widths 4-13, 10-6
Lines
Arc 10-5
Closing 4-13, 10-5
Color 4-13
Cutting 12-7
Drawing 10-2
Fill patterns 4-13, 10-7
Line widths 4-13, 10-6
Multi-lines 10-4

M

Monochrome color 7-8, 13-4
Multi-line
Closing shapes 4-13, 10-5
My Templates
Adding files to 5-11

O

Objects
Aligning 7-6
Centering on output 7-6
Copying 7-16
Cutting 7-16
Deleting 7-17
Framing 7-14
Grouping 7-15
Moving to the back 7-14
Moving to the front 7-14
Pasting 7-16
Positioning 7-4
Rotating 7-13
Selecting 7-2

Sizing 7-3
Ungrouping 7-15
Offset text 12-3
Orientation
Bar codes 4-16
Outputs 5-16
Outputs
Creating using templates 5-6
Deleting 5-22
Matching media size 5-14
Opening 5-20
Previewing 13-5
Printing 13-10
Proof 13-6
Properties
Color 5-15
Framing 5-17
Orientation 5-16
Sizing 5-13
Saving 5-18
Types 4-3
Unit of measure 4-12

P

Polygons 4-13
Positioning bar codes 8-4
Positioning objects 7-4
Preferences
Bar Code tab 4-15
Document tab 4-11
Graphics tab 4-17
Program tab 4-18
Shapes tab 4-13
Text tab 4-14
Preset templates 5-26
Print and cut graphics 9-2, 12-5
Print drivers 2-11
Print only graphics 9-2, 12-5
Printers
Preparation 4-2
Printing
Batch 13-13
Document outline 4-19
Human-readable text for bar codes 4-16
Outputs 13-10
Preview 13-5
Proof 13-6
QuickPrint 13-12
Supply saver 13-15
Tiling 13-16

Q

QuickPrint 13-12

R

Ratio 8-2
Resources
Online help 1-3
Web address 1-3
Rotating objects 7-13
Rulers
Displaying 4-12

S

Saving
Outputs 5-18
Templates 5-27
Text lists 11-5
Scalable templates 5-26
Seal points 4-13
Sequence
Creating new 11-2
Shapes
Arcs 10-5
Closing 10-5
Closing multi-line 4-13
Cutting 12-7
Draw color 4-13
Drawing 10-2
Drawing tools 10-2
Fill patterns 4-13, 10-7
Free-hand 10-3
HotShapes 10-2
Line widths 4-13, 10-6
Lines 10-2
Multi-lines 10-4
Polygon options 4-13
Seal points 4-13
Sizing
Bar codes 4-15, 8-5

Graphics 4-17
Objects 7-3
Outputs 5-13
Text 4-14, 6-6
Spot color 7-8, 13-4
Spreadsheet
Formats 11-7
Querying 11-7
Supply saver
Off 4-18
Set up 13-15
Standard 4-19, 13-15

T

Template design capability 2-7
Templates
Creating outputs 5-6
Fixed 5-26
Modifying 5-24
Preset 5-26
Saving 5-27
Scalable 5-26
Text
Automatically sizing 6-6
Character formats 6-5
Converting 6-3
Creating 6-2
Creating text on a circle 6-9
Creating TextArt 6-11
Creating vertical text 6-10
Cutting 12-2
Fixed size 6-2
Font 6-5
Framing 4-14
Free-form 6-2
Justification 6-7
Manually sizing 6-6
Reversing colors 4-14, 6-8
Selecting all 6-4
Selecting characters 6-4
Sizing font 4-14
Unit of measure 4-15
Vertical 4-14
Vertical positioning 6-7
Text lists
Creating new 11-4
Deleting 11-6
Opening 11-6
Saving 11-5
Tiling print jobs 13-16
Toolbars
Document 4-9
Draw 4-7
Draw Attributes 4-8
Format 4-6
Object 4-9
Standard 4-5

U

Undo 7-17
Ungrouping objects 7-15
Uninstall
GalaRio 2-9

V

Variable data
Databases 11-7
Date/time stamp 11-11
Prompting at print time for 11-9
Sequences 11-2
Spreadsheets 11-7
Text Lists 11-4

W

Weeding text 12-3